



Financial Services

Procedures Manual

2020-2021

Guilford County Schools Procedures Manual Office of Financial Services

Effective Date: July 1, 2020

Revised October 30, 2020

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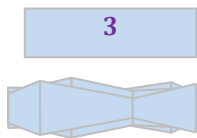
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1.0 Accounting Policies and Regulations

1.1 Accounts Receivable

Payments to the Guilford County Board of Education should be sent directly to the accounting department. Each payment should be accompanied by supporting documentation, including the budget code in which the funds should be posted. Unless otherwise specified, payments are due upon receipt of invoice or upon receipt of the monthly transaction activity report.

Documentation for payment of transportation invoices should include all of the detail that supports the total of the cover memo from Transportation.

1.2 Substitute Billings/Reimbursements

When an outside organization should be billed for a substitute, provide accounting with a memo detailing the following information:

- organization to be billed;
- the billing address;
- the teacher's name;
- the date substitute was employed;
- the substitute's name;
- amount paid to the substitute;
- and any other specific information the organization may request.

When substitute reimbursement is due from an individual school or an outside organization, the substitute should be coded to account number 2-5870-593-163-XXX ,where XXX represents the 3-digit school number, on the turnaround document submitted to Payroll.

Reimbursements for substitutes should include the substitutes' names and the amount paid to each substitute including the matching F.I.C.A. (7.65% of the gross).

1.3 School-To-Pay Accounts

The financial status report(s) sent to schools and departments should be reviewed each month. These reports include the school-to-pay accounts (PRC 593).

- Schools are not invoiced for items charged to these accounts.
- Remit any outstanding balances to the accounting department on a monthly basis.
- When reimbursing an amount due from a school-to-pay account (accounts with program report code 593), include a copy of the transaction report reflecting the account code to be credited.

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- A check should be sent to purchasing with the requisition when an order is being charged to a school-to-pay account.
- All local expense transfers to and from a school-to-pay account must be done as a journal entry.
- When funds are requested from a non school-to-pay account to cover a school-to-pay expense, the object code **must** be the same.
- These journal entries **cannot** be completed using the electronic Budget Amendment process.

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2.0 Accounts Payable

2.1 Travel Policies and Regulations

2.1.1 Purpose

The purpose of the following procedures is to provide instruction on accurately completing forms to reimburse employees and Board of Education members for travel expenses incurred in the performance of their official duties.

2.1.2 Employee Responsibility

An employee traveling on official state business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official state business are prohibited. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employee misuse of state-issued credit cards is grounds for termination. Pursuant to G.S. 138-6 (c) requests for reimbursement shall be filed within 30 days after the travel period ends for which the reimbursement is being requested.

2.1.3 Paperless Payments and Reimbursements

Employee reimbursements and travel advances are paid via direct deposit. The pay stubs will be available through the Employee Self Service page online. Payments will be made on the 15th (or the last working day prior to the 15th) and on the last day of the month (or the last working day prior to the end of the month). Accounts Payable must receive paperwork by the close of business on the 1st or 15th of the month in order for your payment to be made on the 15th or the end of the month, respectively.

2.2 Travel Expense Procedures

2.2.1 Procedures

Travel must be authorized by a supervisor on the Travel Expense ([Form FIN-F008](#)). ***Make sure the form reflects the appropriate budget code.*** Requisitions and purchase orders should **NOT** be used for travel expenses. The following procedures apply:

1. Travel Prepayment

Use Form FIN-F008 to pay conference or hotel registrations. A separate form is needed for **each** advance payment. Travel expenses should be submitted at least 30 days before the first date of travel. In order to identify payee information for hotels, provide the **original** preprinted hotel registration showing the hotel name,

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address, rate, and the confirmation number. To identify the payee for conference registration, provide the **original** registration with registrant's information, date, address, and cost of attendance.

These payments are made directly to the conference sponsor or to the hotel. **Original** receipts must be returned for these expenses. **Mileage is not prepaid.**

2. Travel Reimbursement

Prepare [Form FIN-F008](#) after travel is completed. Check the appropriate box to indicate 'Reimbursement'. Attach all **original** documentation -receipts, invoices, canceled checks, registration forms, agendas, air itinerary and proof of attendance with attendee's name. All receipts must be preprinted by the vendor, include the vendor's name and indicate the item purchased. All receipts (i.e. cash register tapes) should be **taped, not stapled** to an 8 ½ x 11 sheet of paper to avoid being separated or lost. Staple all supporting documentation to form FIN-F008. (Refer to the Summary of Standard Regulations for Travel Provisions, Section II, page 3). Individual invoices may be attached. **Payment cannot be made from monthly statements.**

3. Travel Advances

Advances should be requested only when necessary and appropriate as approved by the supervisor. Form FIN-F008 should be used for any individual travel advance requested. Check the appropriate box to indicate 'Advance'. Advances are made only to the individual who is traveling and not for any item which can be prepaid in number one above. In order to expedite courier routing of individual travel advances, indicate duty station/work site (i.e. school, department, central office location) versus residential street address. **To obtain a travel advance use the following procedures.**

1. Travel Expense, (see [Form FIN-F008](#)), should be approved by a supervisor and/or the appropriate council member and submitted to Accounts Payable thirty (30) working days prior to the date needed. Forms must be typed or written in ink and should reflect the appropriate budget code.
2. Travel advances cannot be given more than five (5) working days in advance.
3. Travel advances should be cleared within three (3) working days after travel is complete. Original receipts and documentation must be presented. Settlement could require:

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- a. the individual to repay the amount that the advance exceeded the actual travel costs, or
 - b. an additional amount to be paid to the individual if actual costs were greater than the advance.
4. Employees in non-compliance will be invoiced for the amount of the travel advance within thirty (30) days after the completion of travel.
5. Employees in non-compliance will not be issued further travel advances.
6. Anytime an employee receives a travel advance or prepayment, he/she is obligated to attend the conference/meeting or send a replacement. If neither the employee nor his/her replacement attends the conference/meeting, the employee must repay the amount of the advance/prepayment. Whenever possible, the employee must obtain a refund from the conference/meeting when attendance has been canceled.

2.2.2 Convention Registration Fees

State law allows reimbursement of the actual amount of convention registration fees as shown by a valid receipt or invoice (G.S. 138-6(a)(4)). Registration must be approved by the superintendent or designee. Sufficient documentation should accompany the travel request in order to determine due date for remittance. Proper documentation is required and consists of either a canceled check or an original detailed receipt including the vendor's name.

2.2.3 Subsistence Rates

Subsistence is an allowance related to lodging and meal costs (including gratuities) (G. S. 138-6). For the purposes of determining eligibility for allowances, travel status means being away from the employee's normal duty station or home and, while traveling, the employee must be acting in his/her official capacity as required by his/her work activities.

The maximum allowable statutory rate for meals and lodging (subsistence) is \$114.50 for in-state travel and \$130.80 for out-of-state travel. The Director of the Budget revises the subsistence rate periodically based on the percentage change in the Consumer Price Index for All Urban Consumers (G.S. 138-6(a)(5)). The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense (G.S. 138-6(a)(3)).

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The employee may exceed the part of the ceiling allocated for lodging without approval for over-expenditure provided that the total lodging and food reimbursement that the employee is entitled to for that day does not exceed the maximum allowed daily subsistence (G.S. 138-6(a)(3)).

The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official state business:

	In-State	Out of State
Breakfast	\$ 8.60	\$ 8.60
Lunch	11.30	11.30
Dinner	19.50	22.20
Lodging (actual, up to)	<u>75.10</u>	<u>88.70</u>
Total	<u>\$ 114.50</u>	<u>\$ 130.80</u>

Meal prices include tips. Tipping is capped at 15%. Any tip over 15% is the responsibility of the employee.

Original itemized lodging receipts are required. Meals in excess of the in-state and out-of-state rates require receipts. Subsistence allowances in excess of the above amounts for school employees must also be approved by the superintendent or designee.

Reimbursement for lunches will be made only in the following circumstances:

- a. When an overnight stay is required, reimbursement is allowed while an employee is in travel status, and
- b. When the cost of a lunch is not included as part of the registration fee.

2.2.4 Tips and Gratuity

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. Tip reimbursement is capped at 15%.

For further guidance, the following information is provided when calculating a tip:

- Airports: Baggage Handling/Skycaps = no more than \$2 per bag;
Shuttle Drivers = no more than \$2 per bag.
Must provide receipt for hotel/shuttle when requesting reimbursement for tip.
- Parking/Auto Related: Valets = \$2 per car when collecting the car;
Must provide receipt when requesting reimbursement for parking.

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- Taxi Drivers = 15% of the fare and \$1 - \$2 a bag.
Must provide receipt when requesting reimbursement for taxi/Uber.

2.2.5 Passports

Reimbursement for cost incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of his duties, is required to travel overseas in the furtherance of official state business. Passport expenses are chargeable to the same fund that supports the employee's trip.

2.2.6 Out-of-State Travel

Out-of-state travel status begins when the employee leaves the state and remains in effect until the employee returns to the state. However, in-state allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period. All out of state travel must be approved in advance by the appropriate chief and the superintendent.

2.2.7 Authorization for Out-of-Country Travel

All out-of-country travel must be authorized by the department head or such department official designated by him or her. Out-of-country travel status begins when the employee leaves the country and remains in effect until the employee returns to the country. If the employee and other qualified official travelers use hotel and meal facilities located outside North Carolina, but within the continental United States, immediately prior to and upon returning from out-of-country travel but during the same travel period, out-of-state subsistence rates shall apply. All out of country travel must be approved in advance by the appropriate chief and the superintendent.

2.3 Lodging

2.3.1 Authorization for Lodging

Prior written approval by the department head or his or her designee must be obtained in order to qualify for reimbursement for overnight stays. Supervisory personnel certifying the reimbursement request as necessary and proper must require documentation from the traveler to substantiate that the overnight lodging was necessary and accomplished. The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home whichever is less to receive approved reimbursement. "Duty station" is defined as the location where the employee is assigned. Employees must obtain the conference rate when offered. Any charge over the conference rate will be the responsibility of the employee. Failure to obtain lodging in advance to secure a conference rate will result in the overage being the responsibility of the employee.

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2.3.2 Reimbursement for Lodging

Each employee is responsible for his or her own request for reimbursement. The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, whichever is less. Requests for reimbursement shall be filed within 30 days after the travel period ends for which the reimbursement is being requested. G.S.138-6(c). Specific dates of lodging must be listed on the reimbursement request, which shall be substantiated by a receipt from a commercial lodging establishment, not to exceed the rates listed in section 2.2.3.

Telephone access fees for business calls are considered a miscellaneous expense. Telephone access fees for personal calls are only reimbursable if they comply with the policy found later in this section.

2.3.3 Excess Lodging

Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance from the department head or his or her designee. Excess lodging is allowed when the employee is in a high cost area and unable to secure lodging within the current allowance, or when the employee submits in writing an opinion that his/her personal safety or security is unattainable within the current allowance. Excess lodging authorization is not allowed for reason of convenience or personal preference for the employee. The employee may exceed the part of the ceiling allocated for lodging without approval from department head of his or her designee provided that the total lodging and food reimbursement does not exceed the maximum daily subsistence.

2.3.4 Penalties and Charges Resulting from Cancellations

Penalties and charges resulting from the cancellation of travel reservations (including airline, hotel, or other travel reservations and conference registration) shall be the department's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the department. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family or other critical circumstances beyond the control of the employee, the department may pay the penalties and charges.

2.3.5 Third Party Lodging

Reimbursement for lodging in an establishment that is being rented out by a third party or an establishment treated as an apartment building by state or local law or regulation is not allowed unless approved by OSBM in advance. Requests for third party lodging must provide evidence of savings to the State. Evidence of insurance must be provided. As a rule, GCS does not allow this to reduce conflict issues. An exception may be granted by OSBM for requests that do not show a savings with sufficient justification to support the necessity for third party lodging. Third party lodging agreements are not allowed among

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family members. In each case where third party lodging is being considered, the applicant must provide their budget officer and OSBM all details regarding the arrangement, including the amount to be charged, the length of stay, and contact information. A signed rental agreement and documentation of agency budget office and OSBM approval must be presented to receive reimbursement. Universities or NCSSM designated as special responsibility constituent institutions (SRCI) pursuant to G.S. 116-30.1 may authorize third-party lodging without OSBM approval if the institution develops an internal Third-Party Lodging Policy. This policy must be submitted and approved by OSBM prior to delegation of authority from OSBM. Upon receipt of OSBM approval of the Third-Party Lodging Policy, the institution must make the policy available to all impacted campus employees. At a minimum, the policy must include the following:

1. Documentation required to show evidence of savings to the State, based on approved in-state and out-of-state lodging rates.
2. Guidelines for determining appropriate comparison hotels when requests exceed State lodging rates but may still demonstrate evidence of savings to the State.
3. Criteria the campus will follow to grant an exception if the request does not provide evidence of savings to the State.
4. Requirement to gain advance approval and provide a signed rental agreement in order to receive reimbursement.
5. Prohibition of lease agreements with family members.
6. Statement identifying the Chancellor or the Chancellor's designee as the approval authority for all requests.

2.4 Meals

2.4.1 Authorization for Meals

Prior written approval by the department head or his or her designee must be obtained in order to qualify for reimbursement for meals. Supervisory personnel certifying the reimbursement request as necessary and proper must require documentation from the traveler to substantiate that the payment for meals was necessary and accomplished.

2.4.2 Reimbursement for Meals

Each employee is responsible for his or her own request for reimbursement. Tips for meals are included in the meal allowance. Each meal reimbursement rate must be listed on the reimbursement request. Departure and arrival times must also be listed on the reimbursement request. The costs of meals included in other related activities (registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests. Meals will not be reimbursed if included when offered at the hotel or conference.

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2.4.3 Meals during Overnight Travel

A state employee may be reimbursed for meals, including lunches, while on official state business when the employee is in overnight travel status. The destination must be located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home whichever is less to receive approved reimbursement.

2.4.4 Meals during Daily Travel

Employees may be reimbursed for meals for partial days of travel when in **overnight** travel status and the partial day is the day of departure or the day of return. The following applies:

- Breakfast: depart duty station prior to 6:00 a.m and extend the workday by 2 hours.
- Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
- Dinner: depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return) and extend the workday by 3 hours.
- The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

Allowances cannot be paid to employees for lunches if travel does not involve an overnight stay; however, employees can be eligible for allowances for the breakfast and evening meals when the following applies:

- Breakfast (morning): depart duty station prior to 6:00 a.m and extend the workday by 2 hours.
- Dinner (evening): return to duty station after 8:00 p.m and extend the workday by 3 hours.
- The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

2.4.5 Meals and Day-to-Day Activities

Employees may not be reimbursed for meals in conjunction with a congress, conference, assembly, convocation or meeting, or by whatever name called, of employees within a single department, institution or agency, or between the employees of two or more departments, institutions or agencies to discuss issues relating to the employee's normal day-to-day business activities.

2.4.6 Meals for Required Employee Attendance

An employee may be reimbursed for meals, including lunches, when the employee's job requires his attendance at the meeting of a board, commission, committee, or council in his official capacity and the meal is preplanned as part of the meeting for the entire board,

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commission, committee or council. Such board, commission, committee, or council must include persons other than the employees of a single department, institution, or agency.

2.4.7 Meals and Commercial Air Travel

Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one's flight schedule on a commercial airline.

2.4.8 Excess Meals

No excess reimbursement will be allowed for meals unless there are predetermined charges, or the meals were for out-of-country travel. The department head or his or her designee may grant excess subsistence for meals for out-of-country travel.

If meetings of staff members involve meal costs, the reimbursement/payment request should include documentation that the meeting was planned in advance, a list of who attended and a formal agenda. The meeting must involve the active participation of employees and, while the employee's attendance may be required for the performance of his/her duties, the meeting must not be a part of the employee's normal day-to-day activities.

2.5 Transportation

2.5.1 Mode of Transportation

Travelers are expected to utilize the most economical means of transportation available. Therefore, individuals opting to do otherwise will be reimbursed as if the most economical means had, in fact, been utilized.

- a. Common carrier – actual coach fare (substantiated by receipt)
- b. Personal vehicle – when traveling on official school business, the allowable reimbursement rate is the rate set by the Board of Education. Actual mileage is reimbursable. Mileage is not advanced.
- c. Guilford County School vehicles for travel out-of-district
 - (1) Motor Pool Cars will be stationed at the following central office locations:
Eugene Street
English Road
Franklin Blvd.
 - (2) These cars may be checked out for out-of-the-district travel by notifying the individual responsible for checking out the vehicles at respective buildings.
 - (3) Rental cars should be economy vehicles and require pre-approval. Rental cars will be approved only when needed for more than transportation between the airport, hotel, and conference center. Shuttles should be utilized when available. No rental car upgrades will be

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approved. Excess mileage will result in reduction of employee reimbursement.

2.5.2 Transportation by Common Carrier

Reimbursement for air, rail, or bus fare is limited to actual coach fare, substantiated by receipt. Reimbursement for check-in fees is limited to actual costs substantiated by receipt.

2.5.3 Transportation by International Flights

Employees traveling internationally on overseas flights may be reimbursed actual business class fare (substantiated by receipt) with prior approval of the department head or his or her designee.

2.5.4 Frequent Flyer Miles

Frequent flyer miles earned by an employee while traveling on business at district expense are the property of the district. Frequent flyer miles accumulated by an individual employee during previous state business trips should, to the extent possible, be used by the employee accumulating the frequent flyer miles while traveling on future business trips.

2.5.5 Coupons or Certificates for Reduced Air Fare

Coupons or certificates for reduced air fare if acquired by an employee while traveling on business at district expense are the property of the District and should be used, to the extent possible, by the employee on future business trips.

2.5.6 Transportation by Personal Vehicle

Actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return). The business standard mileage rate set by the Internal Revenue Service is 57.5 cents per mile effective January 1, 2020, **however, the budgets passed by the Guilford County Board since 2010-2011 included a reduction in the mileage reimbursement rate. The reduction moves the rate to 45 cents per mile. This is the system's reimbursement rate when employees use their personal vehicles while conducting official school business as approved by their supervisor. To determine the deductibility of the difference between the Internal Revenue Service Business Standard Mileage rate of 57.5 cents and the Guilford County Schools reimbursement rate of 45 cents for income tax purposes, please reference Internal Revenue Service Publication 463 (Travel, Entertainment, Gift, and Car Expenses) Available at <http://www.irs.gov/pub/irs-pdf/p463.pdf> or consult a tax advisor.** Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained. A state employee shall be reimbursed the business standard mileage rate set by Guilford County Schools when using their personal vehicles for state business when the round trip does not exceed 100 miles or when a state-owned vehicle is not available. However, if a state employee chooses to use a personal vehicle when a state-owned vehicle is available, all

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departments and agencies will reimburse the employee at the motor fleet rate for mileage of **30 cents per mile**.

2.5.7 Transportation by a Rental Vehicle

Rental vehicles must be pre-approved; however, rental vehicles are not to be used at Guilford County Schools expense solely for the convenience or personal preference of the employee. A receipt is necessary for reimbursement. No reimbursement will be made for rental insurance purchased because state employees are covered under the state's auto insurance program. However, reimbursement for automobile rental insurance will be permitted for individuals engaged in state business during travel to international destinations. No pre-payment will be issued for rental cars, however, when appropriate reimbursement will be made for the rental car cost.

2.5.8 Transportation by State Vehicle

Procedures for obtaining and using state vehicles owned by the Division of Motor Fleet Management (Department of Administration) are set out in the Rules and Regulations provided by that division. Every individual who uses a permanently assigned state-owned passenger motor vehicle, pickup truck, or van to drive between his official workstation and his home, shall reimburse the state for these trips at a rate computed by the Department of Administration.

Note: Agencies are allowed one vehicle wash per month for permanently assigned Motor Fleet Management vehicles not to exceed \$15.00. A reimbursable tip not to exceed 15% per wash is allowed with appropriate receipt.

2.5.9 Transportation by Chartered Aircraft

The use of charter aircraft must be approved by the department head or his or her designee provided the following is substantiated and put in writing:

- A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
- The use of a charter flight is more economical than a commercial flight.
- The use of a charter flight is necessary because of unusual travel circumstances.

2.5.10 Commuting

No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his duty station. (No mileage reimbursement is allowed to employees on "call back" status.)

2.5.11 Travel to/from Airport at Employee's Duty Station

Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline terminal (or train/bus station if applicable) and for parking may be made under the following circumstances. For travel by:

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- Taxi or Airport Shuttle - Actual costs with receipts.
- Private car - the business standard mileage rate set by the Internal Revenue Service for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

2.5.12 Travel to/from Airport at Employee's Destination

Reimbursement for travel to and from the airline terminal (or train/bus station if applicable) at the employee's destination may be made where travel is via most economical mode available as listed below:

- Taxi or Airport Shuttle service – Actual costs with receipts.
- Rental vehicles - may be used with the prior approval of the department head or his or her designee; however, rental vehicles may not be used for the sole convenience of the employee (receipt required).
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

2.5.13 Travel Involving Trips Other than to and from the Airport

The actual costs of taxi and shuttle service fares are reimbursable when required for travel on official state business. The request must be documented with a receipt. The use of public transportation is reimbursable for actual costs with a receipt.

2.5.14 Non-state Employee Riders

Non-state employees may accompany state employees in state-owned vehicles when they have a business interest in the purpose of the trip and their presence is related to state business. Students of state universities, colleges, and institutions may be passengers in state-owned vehicles to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved. Spouses and children of state employees may accompany them in state-owned vehicles, if space is available and all travel is strictly for official state business [(G.S. 143-341(8)(i)(7)) grants Department of Administration rule-making authority in this area]. Hitchhikers are not permitted to ride in state-owned vehicles.

2.5.15 Parking

Parking expenses are reimbursable while in the course of conducting official State business as long as such expenses are determined reasonable and clearly show that there

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was care taken to keep the costs to Guilford County Schools as low as possible. Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. An example of excessive or inappropriate parking would be the use of an airport's hourly parking lot for an overnight trip, unnecessary exit and re-entry to a hotel parking lot or parking deck, or unnecessary extended stay in a parking lot or deck.

2.6 Miscellaneous Reimbursements

2.6.1 School/Department Allotments

Reimbursement from School/Department Allotments can be requested by completing and submitting Miscellaneous Reimbursement Request ([Form FIN-F006](#)). Completed forms should be submitted to Accounts Payable with supporting documentation attached on a monthly basis. The maximum reimbursable amount is \$300. Any exceptions must be approved by the Senior Finance Officer or Senior Finance Officer. Forms must be typed or written in ink.

When purchasing with a school check, copies of receipts should be retained for on-site documentation. School purchases made to circumvent the purchase order process or as a result of poor budget monitoring and planning will not be reimbursed.

2.6.2 Documentation

Proper documentation consists of:

- Original detailed receipts including vendor's name.
- Any other forms of **original** documentation.

Form FIN-F006 **cannot** be used for:

- Travel,
- Staff development, or
- Circumventing system-wide purchasing procedures.

2.6.3 Processing Checks

- Local, state, and school nutrition accounts payable and capital outlay checks are processed weekly.
- Due to the funds requirement schedule, Federal checks are processed two weeks after they are received by the Accounts Payable Department.
- In order for a reimbursement request to be processed in the next week's (biweekly for Federal) check run, the request must be received by **noon** on the **preceding** Friday.
- Checks will be mailed or routed via the Courier Service.
- **Any requests to pick up checks must be approved by the Senior Finance Officer.**

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2.7 Local Mileage Reimbursement

2.7.1 Purpose

The purpose of this section is to provide instructions for reimbursement of local mileage incurred while conducting official school business.

2.7.2 Personal Vehicles

When a personal vehicle is used to conduct official school business, the actual mileage is reimbursable.

1. Complete the Online Miscellaneous Mileage Reimbursement Request_ <http://mileage.gcsnc.com>
2. Submit the Online Miscellaneous Mileage Reimbursement Requests no later than the 15th of the month following the travel (see schedule below). Please be sure to use the correct budget code. Requests with incorrect budget codes will not be processed. **After the 15th of the month, the prior month will be closed permanently and the opportunity to submit mileage for that month will be lost. Do not submit mileage for a partial month; mileage for a month can only be submitted once.** In addition, payments may be delayed for requests with insufficient data or an over budget account code.

Month Travel Occurred	Submit Online Mileage Reimbursement form <i>no later than</i>
July	August 15th
August	September 15th
September	October 15th
October	November 15th
November	December 15th
December	January 15th
January	February 15th
February	March 15th
March	April 15th
April	May 15th
May	June 15th
June	July 15th

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Note: If the reimbursement is received in the Accounts Payable Department between the 16th and the last day of the month, it will be processed on the 15th of the following month. If the reimbursement is received in the Accounts Payable Department between the 1st and the 15th of the month, the reimbursement will be processed on the 31st or the last business day of the month. However, payments may be delayed for requests with insufficient data, i.e. over budget codes or missing required approvals. For questions concerning budget codes, please contact your school or department administrator or designee.

3. **No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his duty station.** For example, if an employee's normal duty station is Eugene Street, but he/she is attending a training at the Laughlin Professional Development Center for the day then Laughlin would be considered the employees duty station for the day and no mileage reimbursement is allowed for the round trip from the employees home to Laughlin and back. (No mileage reimbursement is allowed to employees on "call back" status.) For the state's policy on compensation to employees on "call back" status, see the State Personnel Manual.
4. Unless expenses other than mileage will be claimed, mileage outside the district may also be placed on this form. **Out of county travel must be approved by a council member or designee.**

2.8 Consultant Services

2.8.1 Payment to Non-School System Employees

When services are requested that cannot be performed by the existing school system staff, a consultant may be hired using the following procedures.

1. Upon agreement with an individual or firm, for the rendering of services, an Agreement for Consultant Service, Form FIN-F045, should be completed and signed by both parties. If using school-based funds, no signature is required from the chief officer.
2. Submit a copy of the completed Form FIN-F045, a [Form W-9](#) (Request for Taxpayer Identification Number and Certification), and a requisition to the Purchasing Department. Payments cannot be issued without a current W-9 on file.

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3. The Purchasing Department generates a Purchase Order, then scans the purchase order and the supporting documentation into the 'OnDemand' system.
4. Purchasing sends the Purchase Order and copy of the contract to the vendor/consultant and to the originator at the school/department.
5. When services have been completed, the originator should submit the green copy of the Purchase Order, signed by the principal or department head, along with the copy of the FIN-F045 to Accounts Payable. All anticipated fees and reimburseable expenses should be included in the contract to eliminate the need for subsistence receipts. Payment will be processed and mailed to the vendor/ consultant.

2.9 Memberships

Memberships of individuals to professional or civic organizations are not paid for by Guilford County Schools, except where allowed by employment contract or approval of the superintendent. Principals are allowed one individual membership per year.

Institutional memberships, where multiple persons participate and benefit from such memberships, may be purchased using Guilford County Schools funds.

2.10 Staff Development

Allowable expenditures, such as, contracted services, supplies, staff apparel, travel cost for workshops, in-service seminars, and mileage reimbursements, equal to or less than the IRS allowable business rate, can be paid from object code 312, with the proper approval from a council member or designee. **An employee cannot purchase a gift card to give to another employee.**

All expenditures coded to a 312 object code must include trailing digits in the last two positions of the account code. The trailing digits are as follows:

- 01 Registration
- 02 Travel/Transportation (Includes Privately owned autos, Rentals, Air, or Other)
- 03 Subsistence (Includes Meals and Lodging)
- 04 Consultants
- 05 Workshop Materials (Includes Refreshments)

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If meetings of staff members involve meal costs, the reimbursement/payment request should include:

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- Documentation that the meeting was planned in advance
- List of who attended
- Formal agenda

The meeting must involve the active participation of employees and, while the employee's attendance may be required for the performance of his/her duties, the meeting must not be a part of the employee's normal day-to-day activities.

2.11 Conferences, Seminars, Workshops, Training Sessions and Retreats

2.11.1 External Conference Definition

External conferences are those that involve the attendance of persons other than the employees of a single State department, institution or agency. Payment for meals is allowable if included in the registration fee, but such fee must not consist exclusively of meals or it will not be allowable unless meeting overnight travel criteria. The registration fee is typically made for defraying the cost of speakers, building (room) use, handout materials, breaks and lunches at conferences and conventions. The agency may require itemization and/or documentation of expenses. Conferences sponsored or co-sponsored by a State department are authorized when they meet the limitations and requirements listed below.

2.11.2 Exception Regarding Conference Meals

Pursuant to G.S. 138-6(a)(3), a university or State agency cannot use funds to pay for conference meals for state employees at which a conference fee was not charged, unless the following conditions are met: Federal grants, other grants, state, or institutional trust funds (as defined in G.S. 116-36.1) may be used for meals if the conditions attached to those funds allow for the provision of meals for a conference. Grants should be written to align with Guilford County Schools policy. The university or agency must have documentation of the conditions. If this is the case, then meals may be provided to state employees even if a registration fee was not charged. The employee may not request reimbursement for the meal.

2.11.3 Requirements and Limitations for External Conferences

- The conference is planned in detail, with a formal agenda or curriculum.
- There is a written invitation to participants, setting forth the calendar of events, the social activities, if any, and the detailed schedule of costs.
- Assemblies should be held in State facilities; however, non-state facilities can be rented, and the cost charged to a State agency without allocation to participants' daily subsistence allowances.
- The sponsoring department may charge registration fees to participants for costs of external conferences.

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Registration fees may not include costs of entertainment, alcoholic beverages, setups, or flowers and/or promotional (gift) items. Registration fees collected and not used to defray expenses of the particular conference may not be used for other programs and must revert to the general or highway fund as applicable (G.S. 138-6(a)(4)). Sponsoring departments may provide refreshments for “coffee breaks” provided there are twenty or more participants and the costs do not exceed four dollars and fifty cents (\$4.50) per participant per day.

When assemblies are to be held under the sponsorship of a State department in which the funding for all participants is budgeted, lump-sum payments to a conference center or an organization may be made upon written authorization from the department head or his or her designee. The authorization must provide the following:

- The number of persons expected to attend;
- The purpose and duration of the conference;
- The specific meals to be served at the conference (law prohibits lunches being provided to state employees unless registration fees are charged to all attendees);
- The approximate daily subsistence cost per person;
- The name of the conference center, hotel, caterer, or other organization providing the service.

It is the responsibility of the departments to ensure that reimbursement for meals included in the lump-sum payment is not also included in reimbursement payments made to state employees who are conference participants.

2.11.4 Internal Conference Definition

Internal conferences are those that involve the attendance of employees within that particular department, institution or agency only. No payment for meals is allowable unless overnight travel criteria are met. A routine staff meeting is not an internal conference. An example where no payment for meals is allowable are principal meetings.

2.11.5 Requirements and Limitations for Internal Conferences

- The conference is planned in detail, with a formal agenda or curriculum.
- There is a written invitation to participants, setting forth the calendar of events and the detailed schedule of costs.
- No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc., and such meetings must be held in state facilities when available. No registration fee may be charged.
- Sponsoring departments may provide refreshments for "coffee breaks" provided there are twenty or more participants and costs do not exceed four dollars and fifty cents (\$4.50) per participant per day
- A department cannot use State funds to provide promotional or gift items to be distributed at the conference.

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- A department cannot use State funds to support or underwrite a rally, celebration, reception, employee appreciation activity, or similar function.
- A department cannot use State funds to support or underwrite a meeting, assembly, conference, seminar, or similar function by whatever name called that promotes any cause or purpose other than the mission and objective of the department.

2.11.6 Training Session Definition

Employee training involves courses that further develop an employee's knowledge, skill, and ability to perform the duties of his/her present job, such as courses on computer usage or management skills development. These courses generally have a set fee, are of relatively short duration, and are not part of a curriculum the employee is participating in leading to an educational degree.

2.11.7 Requirements and Limitations for Training Sessions

- Fees for training courses that provide training in specific areas are charged in the accounting system to "Employee Training" under "Other Services."
- Departments sponsoring training sessions may provide refreshments for "coffee breaks" provided there are twenty or more participants and costs do not exceed four dollars and fifty cents (\$4.50) per participant per day.
- Departments may reimburse employees for training books and materials related to training sessions, provided those books are required to participate in the training sessions. These books are considered property of the department and not the personal property of the employee.

2.11.8 Management Retreat Definition

A management retreat is a meeting or series of meetings consisting of a department or division head and his or her top assistants and coworkers. Retreats are sometimes held at a site other than the usual workplace and are held no greater than once a year.

2.11.9 Requirements and Limitations for Management Retreats

State employees who are elected by a vote of the people or appointed by the governor, the president of The University of North Carolina, the chancellors of the constituent institutions of the university, the executive director of University of North Carolina Hospitals at Chapel Hill, chairman of the State Board of Education, and the president of the Community College System may authorize an annual management retreat. Expenditures are permissible in a manner as if it were an internal conference.

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2.12 Informal Meetings with Guests of Department Heads

2.12.1 Informal Meeting Definition

An informal meeting is a meeting consisting of a department head or his/her designee and non-state employees during which official State business is discussed for the majority of the meeting. Informal meetings are one-time occurrences and are not held on a recurring or routine basis.

2.12.2 Requirements and Limitations for informal meetings

State employees who are elected by a vote of the people or appointed by the governor, the president of The University of North Carolina, the chancellors of the constituent institutions of the university, the executive director of University of North Carolina Hospitals at Chapel Hill.

2.13 Telephone Calls

2.13.1 Long Distance

Employees are not allowed to charge long distance phone calls to the State for calls made of a personal nature, except as stated below. All long distance calls that are to be paid by the State are those made pursuant to the employee conducting official State business.

2.13.2 Employee emergency calls

Employees may use the State network system or State credit card, or may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the department. An example is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

2.13.3 Mobile Telephones

Because mobile telephone charges (cellular and digital) are based on measured use, no personal calls should be made on state-owned mobile telephones except in case of emergency as determined by the department. Mobile telephone calls to conduct official State business should only be used when more economical means of telephoning are not reasonably available. If an employee uses his/her personal mobile telephone in conducting State business, the employee can be eligible for reimbursement when more economical means of telephoning are not reasonably available. In order for the agency to reimburse the employee, the employee must indicate on his/her telephone bill the reimbursable calls, individuals called, and nature of calls and submit the telephone bill to their supervisor for approval. If the supervisor approves the calls as State business related, the agency will reimburse the actual billed cost of the call.

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2.13.4 Use of Telephone with Computer Hook-ups

Employees traveling on State business who need to transmit data electronically (including email) or use the Internet for State business purposes should use the most cost-efficient manner available, including services available through the State's Information Technology Services (ITS) access.

2.13.5 Exceptions

Any exception to the rules and regulations as herein stated in the State Budget Manual, except those expressly delegated, must be approved in advance by OSBM.

2.14 Mobile Communication Device

2.14.1 Mobile Communication Device

Employees whose job duties include the frequent need for a mobile communication device (MCD) may be assigned a state-owned device or may receive an allowance for the use of an employee-owned device. For the purpose of this policy, a MCD is any device that provides two-way communication.

2.14.2 State-owned Devices

Any State agency or institution may elect to acquire and provide a mobile communication device to an employee upon justification of necessity and approval from the proper internal authority. A statewide term contract has been executed and all executive State governmental agencies must use this contract, while other State entities may use this contract when purchasing MCD and/or services (Statewide IT Contracts). The device is considered State property and is to be used for State business purposes only. A review should be conducted annually to re-justify the business need for each state-owned MCD that has been issued.

2.14.3 Employee-owned Devices

Any State agency or institution may elect to provide an allowance to an employee for the business use of their personal MCD. The following requirements must be followed:

1. State agencies and institutions must develop an initial business case for the use of MCD allowance.
2. The business case must be submitted and approved by OSBM prior to the implementation of a MCD allowance policy. Concurrently, the agency's internal policies and procedures for the MCD allowance must be submitted to OSBM.
3. State agencies and institutions must develop a flat or tiered allowance, based upon the volume of use, for the business use of personal MCDs.
4. Necessity of a MCD allowance must be justified, documented and approved by the proper internal authority.

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5. Each individual MCD allowance must be reviewed and justified every fiscal year. This allowance is taxable, and employees' personal MCD records could be subject to the North Carolina public records law (G.S. 132). An employee receiving a MCD allowance may not be reimbursed for business or personal calls allowable during travel status as outlined in section 2.13 Telephone Calls.

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3.0

Budgets

3.1 Budget/Chart of Accounts

In 1975 the General Assembly enacted a law requiring a uniform accounting system for all local school administrative units effective July 1, 1976. The **minimum** requirements for the account code structure consists of four dimensions. The dimensions are: 1) fund, 2) function, 3) program report, and 4) object. The Guilford County Schools has adopted a budget coding scheme which incorporates the uniform chart of accounts of the state board of education with an additional dimensions- school, location, and trailing digits. The purpose of such detail is to enable management at the school and system levels to make informed decisions regarding the utilization of limited resources, to provide the most effective educational programs for students, and to do so as efficiently as possible. The account code structure is described thoroughly in the next paragraph.

There are seven dimensions in the account coding scheme that are used in the budget: fund, purpose, program report code (PRC), object, school, department location, and trailing digits. The seven dimensions occur in a fixed sequence.

Account Code: 2-5110-061-411-304-000-00 (School Based Account Code)

Sequence:	1st	2nd	3rd	4th	5th	6th	7th
Code:	2	5110	061	411	304	000	00
# of Digits:	1	4	3	3	3	3	2
Dimension:	Fund	Purpose	Program	Object	School	Dept. Location	Trailing Digits
Description	Local	Instructional Programs	Classroom Materials	Instructional Supplies	Alamance Elementary	N/A	N/A

The first four dimensions classify expenditures and revenues into groups so that meaningful analyses can be made. No single dimension used alone would provide enough information for accountability and responsible management. By relating a specific expenditure to all dimensions, complete accountability is realized, and more information is available to management.

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3.1.1 Fund Codes

A fund is an independent fiscal and accounting entity consisting of cash and other resources together with all related liabilities, obligations, reserves, and equities which are segregated by appropriate accounting techniques for the purpose of carrying on specific activities or obtaining certain objectives in accordance with established legal regulations, restrictions or limitations.

The funding code indicates whether state, local, federal, capital outlay, or school nutrition moneys are involved.

Fund 1 - State Public School Fund

Fund 1 includes appropriations for the current operating expenses of the public school system from monies made available to the local school administrative unit by the Department of Public Instruction. Allotments are made to local school administrative units based on formulas adopted by the state board of education. There are several formulas used; i.e., ADM, number of state allotted teachers, categorical allotments for special programs or services.

Fund 2 - Local Current Expense Fund

Fund 2 includes appropriations for the current operating expenses of the local school administrative unit other than appropriations included in the state public school fund and the federal grant fund. This shall include, but not be limited to, revenues from fines and forfeitures, county appropriations for current expenses, supplemental taxes levied for current expenses, state allocations, and appropriated fund balances (revenues accruing to a school administrative unit in prior years but not yet expended).

Fund 3 - Federal Grant Fund

Fund 3 includes appropriations for the expenditure of federal categorical grants made available through the Department of Public Instruction. These appropriations are categorical in nature; i.e., programs and services for children of low income families, programs and services designed to eliminate the effects of previous discriminatory practices, etc.

Fund 4 - Capital Outlay Fund

Fund 4 includes appropriations for:

- a) The acquisition of real property for school purposes, including but not limited to school sites, playgrounds, athletic fields, administrative headquarters, and garages;
- b) The acquisition, construction, reconstruction, enlargement, renovation, or replacement of buildings and other structures, including, but not limited to buildings for classrooms and laboratories, physical and vocational educational purposes, libraries, auditoriums, gymnasiums, administrative

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offices, storage, and vehicle maintenance;

- c) The acquisition or replacement of furniture and furnishings, instructional apparatus, data processing equipment, business machines, and similar items of furnishings and equipment;
- d) The acquisition of all vehicles;
- e) Such other objects of expenditures as may be assigned to the capital outlay fund by the uniform budget format.

These appropriations are provided by the county commissioners. Funds are provided by bond revenues, sales tax revenues, or other sources used to finance the county capital improvement program.

Fund 5 - School Nutrition Fund

Fund 5 includes all revenues and expenditures related to the school nutrition operations.

Fund 6 - After School Care Enrichment Services (ACES) Fund

Fund 6 includes all revenues and expenditures related to the ACES program.

Fund 8 – Other Local Current Expenses

Fund 8 includes revenues from reimbursements, including indirect costs, fees for actual costs, tuition, sales tax revenues distributed using the ad valorem method pursuant to G.S. 105-472(b)(2), sales tax refunds, gifts and grants restricted as to use, trust funds, federal grants restricted as to use, federal appropriations made directly to local school administrative units, funds received for prekindergarten programs, and special programs and appropriated fund balances (revenues accruing to a school administrative unit in prior years but not yet expended).

3.1.2 Purpose Codes

Purpose means the reason for which something exists or is used. Purpose includes the activities or actions that are performed to accomplish the objectives of a local school administrative use. For budgeting and accounting purposes, expenditures of a local school administrative unit are classified into five purposes as follows.

5000 - Instructional Programs

6000 - Supporting Services Programs

7000 - Community Services Programs

8000 - Non-Programmed Charges

9000 - Capital Outlay

3.1.3 Program Report Codes

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A program report code (PRC) designates a plan of activities or funding designed to accomplish a predetermined objective. This dimension of program report codes allows the unit a framework for classifying expenditures by program to determine cost.

3.1.4 Object Codes

Object means the service or commodity obtained as a result of a specific expenditure.

Salaries = 100 series

Benefits = 200 series

Purchased services = 300 series

Supplies and Materials = 400 series

Equipment and Capital Outlay = 500 series

Salaries = 100's

121 = Teachers

142 = Teacher Assistants

143 = During the School Day Tutor Pay

151 = Office Personnel

163 = Staff Development Substitute

181 = Supplement

192 = Extra Duty Pay

196 = Staff Development Participant Stipend

198 = Afterschool Tutor Pay

Benefits = 200's

211 = Social Security

221 = Retirement

231 = Hospitalization Insurance

232 = Workers' Compensation

235 = Life Insurance

Purchased Services = 300's

311 = Contracted Services

312 = Workshop Expenses

314 = Printing and Binding Fees

315 = Reproduction Costs

332 = Travel

333 = Field Trip Costs including Transportation

Supplies & Materials = 400's

411 = Supplies and Materials

413 = Other Textbooks

414 = Library books

415 = College Textbooks

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418 = Computer Software
461 = Non-Capitalized but Inventoried Equipment
462 = Non-Capitalized Computer Equip

Capital Outlay = 500's

541 = Capitalized Equipment
542 = Capitalized Computer Equipment
551 = Vehicles

3.2 School Allotments

3.2.1 Allotments

Each year schools are given allotments which can be used to pay for purchases. Each allotment has a budgeted appropriation. All purchases will be pre-audited to ascertain that an unencumbered balance remains in the appropriation.

Each appropriation has an assigned budget code that must be used for all purchases that are paid from the appropriation. This budget code identifies the appropriation that can be charged for the purchase.

The local and capital outlay allotments are determined by the Superintendent and the Board of Education. SCH represents the 3-digit school number in the accounts listed below.

Instructional Supplies	2.5110.061.411. SCH
Office Supplies	2.5400.005.411. SCH
Custodial Supplies	2.6540.003.411. SCH
Staff Development	2.5110.828.312. SCH

Each school will receive a monthly financial report and a transaction list for each allotment account. These reports should be compared to the school's records, and any discrepancies should be noted and reported immediately. It is important to remember that some transactions may be in transit or outstanding and these should be deducted from the balance to achieve a true expendable balance. Additional or more frequent reports are available from the Budget Manager on request.

3.3 School and District Department Allotment Transfers

3.3.1 Budget Transfers

1. Transfer for Fund 1, Fund 2, and Fund 6*

For schools, enter the budget transfer using the Budget Admendment function in Sunpac (AS400). Once the transfer is entered, the principal must approve the transfer. The finance department will review the transfer for

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accuracy. If the transfer is valid, then it will be posted to the AS400. If the transfer is invalid, then it will be deleted.

For budget transfer at the department level, e-mail Budget Manager, Stephen Humble, at humbles2@gcsnc.com or click the following to create and submit the transfer: [Department Budget Transfer Request Form](#).

2. Transfer for Fund 3

Fund 3 transfers for the schools are submitted by the federal programs department to the budget department. Departments with fund 3 transfers will submit the transfers directly to the budget department. Email the approved transfer to the Budget Manager. **The budget authority, i.e principal, must be copied on the email.**

3. Transfer for Fund 4

Submit fund 4 transfers to the Senior Budget Manager, Pat Baker, at bakerp@gcsnc.com.

4. Transfer for Fund 6* and Fund 8

For Fund 6 and Fund 8 budget transfers, e-mail the Budget Manager, Stephen Humble, at humbles2@gcsnc.com or click the following to create and submit the transfer: [Department Budget Transfer Request Form](#).

3.3.2 Guidelines to Transfer Funds

The dimensions for the 'Transfer To' budget code and the 'Transfer From' budget code must follow the guidelines listed below. **No transfer of allotments is permitted between funds.**

Fund 1 = Same Fund, Same PRC*

Fund 2 = Same Fund Only**

Fund 3 = Same Fund, Same PRC

Fund 4 = Same Fund, Same PRC

Fund 6 = Same Fund Only

Fund 8 = Same Fund, Same PRC

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Example: Transfer from: 2-5110-061-411- SCH -000-00

Transfer to: 2-5110-061-311- SCH -000-00

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- * When transferring funds to/from a budget code that includes Fund 1 **and** PRC 069, the trailing digits have to match.

Example: Transfer from: 1-5330-069-143-SCH-000-06
Transfer to: 1-5310-069-327- SCH-000-06

- ** Transfers **cannot** be done for PRC 593 (school-to-pay). A journal entry has been initiated and sent to [accounts receivable](#).

Local funds to be used for instructional furniture and/or equipment that will be capitalized must be transferred from account code 2.5110.061.411.XXX to account code 2.5110.061.541.SCH (where SCH represents the 3-digit school number).

3.4 Journals, Ledgers and Transaction Types

The SunPac® General Ledger is composed of three distinct transaction logs, or "**ledgers**", which may be individually balanced:

- Budget Ledger (**B**)
- Encumbrance Ledger (**E**)
- Transaction Ledger (**T**)

General Ledger transactions are broken out into major groupings of like entries called "journals". In general, each journal is of interest to a particular department or functional work group in the accounting office. These are the journals processed in the SunPac® system:

- Budget Journal
- Purchasing Journal
- Payroll Journal
- AP Journal
- AP Disbursements Journal
- Cash Journal
- General Journal
- Non-PO Encumbrance Journal

Within each journal, there are subgroups of entries that all fulfill a similar purpose. These subgroups are referred to as "**transaction types**". For example, within the Payroll Journal, you would have separate transaction types for checks produced in a regular check run, manual checks, and voided checks, in order to track each category of entry separately.

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Each detailed GL transaction, as it is created, is assigned a one-character ledger type code (B, E, or T), a two-character journal type code, and a two-character transaction type code. This combination of codes will segregate each transaction into the proper ledger, journal, and transaction type grouping within the ledger system.

3.4.1 Chart of Transactions by Journal

The first letter is the ledger type: **B=Budget, E=Encumbrance, T=Transaction**. For example, 'B-BB' – "B" indicates that the entry is in the Budget Ledger. The next two letters are the journal or transaction type – "BB" indicates that the entry is the 'Beginning Budget'.

1. Budget Journal

Program: General Journal Inquiry/Update

- B-BB Beginning Budget
- B-BA Budget Adjustment
- B-BT Budget Transfer
- B-DB DPI Initial Budget
- B-DA DPI Budget Adjustments
- B-xx Other Miscellaneous Budget Entries as user-defined

2. Purchasing Journal

Purchase Order Inquiry/Update:

- E-PO Enter Original Purchase Order
- E-AJ Adjust Purchase Order
- E-CN Cancel Purchase Order

3. AP Journal

AP Invoice Inquiry/Update:

- E-IN Enter AP Invoice
- T-IN Enter AP Invoice
- E-AJ Adjust AP Invoice
- T-AJ Adjust AP Invoice
- E-CN Cancel AP Invoice
- T-CN Cancel AP Invoice

4. AP Disbursements Journal

AP Check Run:

- T-CK Issue AP Check to Pay AP Invoice

Vendor History Inquiry/Update:

- T-VC Void AP Check
- T-MC Manual AP Check

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5. Cash Journal

Cash Journal Inquiry/Update:

- T-DP Deposits (Cash Receipts)
- T-GM General Manual Check (non-AP/PR)
- T-BC Bank Charge

6. General Journal

General Journal Inquiry/Update:

- T-JE General Journal Entry
- T-BC Bank Charge
- T-xx Other Encumbrance, Transaction, or Budget Journal entries, as user-defined

7. Non-PO Encumbrance Journal

- E-BB Beginning Balance
- E-EN Non-Purchasing Encumbrance

3.5 Financial Status Reports

Financial status reports are prepared monthly for each school/department. These reports contain budget, expense, and encumbrance information in both summary and detail form.

3.5.1 Monthly Financial Report – YTD Summary

The Monthly Financial Report shows allotments which are made at the school level. These accounts should be monitored closely. In the event that the available balance in any of these accounts drops below zero, additional purchase orders will not be processed against the account until the zero or negative available balance condition is corrected.

The Monthly Financial Report has six columns: Current Budget, MTD Activity, YTD Activity, Outstanding Purchase Orders, Available Balance, and Percentage Remaining. These are described below.

(A) Current Budget

This column reflects any increases/decreases/adjustments to budgeted amounts by the Budget or Accounting Departments through the month-end date shown.

(B) MTD Activity (Month-to-Date Activity)

This column includes any items that are charged to an account code during the current month. These items are charged as a result of processing payroll activity (staff development), an accounts payable invoice, a warehouse order, or a journal entry.

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(C) YTD Activity (Year-to-Date Activity)

This column includes any items charged to an account code from the beginning of the fiscal year through the current month-end.

(D) Outstanding Purchase Orders

This column contains purchase orders and warehouse orders encumbered or liquidated during the current month, as well as outstanding encumbrances from prior months.

(E) Available Balance

This column reflects the dollars available in the account. (Please remember that there may be requisitions which Purchasing has not yet keyed. The amounts of any such outstanding requisitions should be subtracted manually from the available balance shown on the report.)

(F) Percentage Remaining

This column shows the percentage of your current budget that is unexpended as of the given reporting period.

Run Date: 10/11/2006
Run Time: 2:18 PM

GCS MONTHLY FINANCIAL REPORT FOR M/E 08/31/05

ACCOUNT	DESCRIPTION	CURRENT BUDGET	MTD ACTIVITY ¹	YTD ACTIVITY	OUTSTANDING PURCH ORDERS ²	AVAILABLE BALANCE	PERCENTAGE REMAINING
2-6540-003-412-XXX-000-00	CUSTODIAL SUPPLIES	2,893.00	1,159.00	1,176.95	823.05	893.00	30.87%
Total Non-Instructional Support-PRC 003		2,893.00	1,159.00	1,176.95	823.05	893.00	
2-6410-005-412-XXX-000-00	OFFICE SUPPLIES-SCHOOLS	823.00	40.00	40.00	800.00	(17.00)	-2.07%
Total School Bldg. Administration-PRC 005		823.00	40.00	40.00	800.00	(17.00)	
2-5930-028-312-XXX-000-00	STAFF DEVELOPMENT	2,037.00	0.00	0.00	0.00	2,037.00	100.00%
2-5930-028-312-XXX-000-03	STAFF DEV-SUBSISTENCE	0.00	383.00	383.00	0.00	(383.00)	0.00%
Total Staff Development-PRC 028		2,037.00	383.00	383.00	0.00	1,654.00	
2-5100-061-411-XXX-000-00	INSTRUCTIONAL SUPPLIES	9,767.00	127.57	127.57	9,720.28	(80.85)	-0.83%
Total Classroom Materials/Instructional Supplies-PRC 061		9,767.00	127.57	127.57	9,720.28	(80.85)	

3.5.2 Monthly Transaction Activity Report – Detailed Transactions

The Monthly Transaction Activity Report contains detailed transaction listings for each account on the monthly financial report that had activity during a given period. The information included for each transaction includes the date of the transaction, the vendor name and number or batch name, the journal from which the transaction was posted, the transaction number, the invoice number, the purchase order number and the check/deposit number, if applicable.

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For each account, the opening balance is listed. This is the balance at the beginning of the period covered by the report. Some types of activity which will be reflected on this report follow.

(A) Budget Adjustments

Any adjustment to the allotment in an account will reflect a batch number in the 'Name/Batch' column and "BA BT" or "BD BT" in the 'Journal' (JRNL) column. Adjustments of this nature include transfer requests from the schools (Form AS-14) and allotment revisions initiated by the state and/or local administration.

(B) Encumbrances

The posting of a purchase order results in an encumbrance entry on the Transaction Activity Report. The information related to this transaction includes the vendor to whom the order is issued and the vendor number. Purchase orders are identified by "PO PO" in the Journal column. The purchase order number appears in the 'PO#' column. The amount of the purchase order will be shown in the 'Encumbrance' column. Corrections/adjustments to purchase orders are identified by "PO CN" in the 'Journal' column.

(C) Accounts Payable

The entries for payment of an invoice are impacted by whether or not a purchase order has been processed. If a purchase order was issued, the first entry for the transaction will show the purchase order number in the 'PO#' column, and the amount of the encumbrance will be liquidated in the 'Encumbrance' column. The second entry for this transaction will show the purchase order number in the 'PO#' column, the invoice number, the check number, and the date of the payment. The amount for this entry will be shown in the 'Transactions' column.

If no purchase order was issued, a direct payment will be processed. This entry will not reflect an encumbrance liquidation entry. It will include the date of the transaction, the vendor to whom payment was made, and the vendor number. (A reimbursement request would be an example of this type of transaction.)

In both cases, the payment of invoices is identified by "AP IN" in the 'Journal' column.

(D) Cash Receipts

In the event that checks are deposited/credited against an account, a cash receipt entry is shown. The receipt of checks is identified by "CA DP" in the Journal column. The amount of the check is shown as a credit in the 'Transactions' column.

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(E) Adjusting Journal Entries

At times miscellaneous adjustments are necessary to correct posting errors, etc. Entries such as this are identified as "GN JE" in the 'Journal' column. The amount of the journal entry appears in the 'Transactions' column.

Run Date: 9/18/08		Time: 13:54		MONTHLY TRANSACTION REPORT				Fiscal YR: 6		User: FINNCR236		Page: 2
Date	Name/Batch	Vendor#	Jrnl	Trans#	Invoice#	PO#	Chk/Dept	Budget	Transaction	Encumbrance	Balance	
2-6560-028-412-000-00 CUSTODIAL SUPPLIES												
BALANCE FORWARD												
082405	WACHOVIA	33874	AP IN	25568	016666			2693.00	17.55	823.05	2052.00	
Comment: 4715 4570 0044 8166												
CLOSING BALANCE								2693.00	1159.00	823.05	893.00	
2-6410-005-412-000-00 OFFICE SUPPLIES SCHOOLS												
OPENING BALANCE												
086405	WACHOVIA	33874	PO PO	18693		936		823.00	.00	.00	823.00	
Comment: PROCUREMENT CARD ENCUMBR												
080405	ELIZABETH		GN JE	22160				.00	46.00	.00	-17.00	
Comment: PRINT CHG PRINCIPAL STP												
CLOSING BALANCE								823.00	46.00	820.00	-17.00	
2-5930-026-312-394-000-00 STAFF DEVELOPMENT												
OPENING BALANCE												
CLOSING BALANCE								2037.00	.00	.00	2037.00	
2-5930-026-312-4-000-03 STAFF DEV. SUBSISTENCE												
OPENING BALANCE												
080905		7869260	AP IN	19612	521793		L/574735	.00	.00	.00	.00	
Comment: HIGH SCHOOL CONFERENCE												
082205		17365	AP IN	27006	521628		L/575291	.00	97.75	.00	-97.75	
Comment: LUNCH FOOD												
082205		22829	AP IN	26887	228613		L/575465	.00	92.75	.00	-290.25	
Comment: ES1 AP IN												
082205		26854	AP IN	228812			L/575469	.00	92.75	.00	-383.00	
Comment: REIMB/MEALS												
CLOSING BALANCE								.00	383.00	.00	-383.00	
2-5109-061-411-000-00 INSTRUCTIONAL SUPPLIES												
OPENING BALANCE												
080405	WACHOVIA	33874	PO PO	13371		882		9767.00	.00	2020.28	7746.72	
Comment: PROCUREMENT CARD MEMBRA												
081805	GUILFORD COUNTY	59078	GN WH	25777				.00	127.57	.00	46.72	
Comment: WH - REQ												
CLOSING BALANCE								9767.00	127.57	9720.28	-88.85	

In the event that you have questions regarding transactions appearing on your report, please contact the following individuals and/or departments.

<u>Type of Transaction</u>	<u>Contact</u>	<u>Telephone Number</u>
BD BT	Budget Analyst	370-8988
BA BT	Budget Analyst	370-8988
PO PO or PO CN	Purchasing	370-3242
AP IN	Accounts Payable	370-8362
PO WH or GN WH	Warehouse	819-2755
CA DP	Accounts Receivable	370-8372
GN JE	Accounting	370-8372

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4.0

Fixed Assets

4.1 Purchasing

The purpose of this procedure is to insure protection of the investment in fixed assets. This is required accounting for fixed assets - new purchases, transfers, disposals, lost, donated, stolen, any new construction, repairs and land improvements.

The purchase of any fixed asset with school funds must be handled by the Purchasing Department. Fixed assets must possess all three of the following:

1. Be of a tangible nature,
2. Have a useful life of one year or more,
3. Have a value of more than \$5,000.

It is important to note that some items costing less than \$5,000 may still be capitalized as fixed assets or inventoried items in the Fixed Assets System. The amount is not absolute, and many exceptions are made for the purpose of property control. Some items are more susceptible to theft due to their size and utilization. Such items may be maintained on the fixed asset accounts to insure detailed description and location. Examples of such items include computers, camcorders, etc. Handling of these items is discussed further in this procedure.

1. To order items a completed purchase requisition, (FIN-F012) signed by Principal or Department Head must be submitted to the Purchasing Department.
 - a. If State Contract item, use internet access to obtain all necessary information.
 - b. If non-state contract, list three (3) sources.
2. The Purchasing Department will perform required pricing procedures.
3. The Purchasing Department will issue purchase order.
4. When completed, the Purchasing Department distributes the purchase order copies, per the Purchasing Procedures in section 7.0.

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5. When a fixed asset item is to be received at the school/department, the green copy will be forwarded directly to the school/department.
6. When an asset is received at the school/department, their personnel signs and dates the green copy of the purchase order documents any information concerning quantity and condition of items received and forwards same to the Accounts Payable Department.
7. Accounts Payable will review green copies of the purchase orders for payment. When Accounts Payable finalizes payment, a copy of the purchase order with the invoice and check copy will be scanned into the OnDemand system.
8. The Purchasing Department or school will forward all information to the Fixed Asset Department concerning equipment being returned to vendors due to damage, exchanges or credit.

Federal Exception: Items with a useful life of more than one year which were purchased with Federal or Grant funds should be tagged with appropriate tags indicating the funding source as provided herein. No minimum dollar limit applies.

4.2 Tagging and Accounting for Fixed Assets

1. **Procedures for assets other than technology related assets received through the Information Technology department as per section 2 next are processed as follows:**
 - a. On a recurring basis (normally daily) the Fixed Assets Department will query the General Ledger System for a list of purchase orders that have been processed by Accounts Payable to determine purchases which have been processed and paid for.
 - b. For purchases that have been processed (received and paid) the Fixed Asset General Ledger Query will be used to identify and download and/or copy the OnDemand copies of the paid purchase orders that qualify for capitalization or inventorying as provided for in this procedure.
 - c. Once paid purchases have been identified and the purchase order information copied per items a. and b. above the Fixed Asset Department will prepare a Fixed Asset Inventory Control Form assigning the appropriate capital, Child Nutrition, inventory codes, group, class, asset life and depreciation codes, location, budget code, description, serial number (if

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available) and any other available identifying information for the item(s) included in the purchase.

- d. The Fixed Asset Department will assign asset numbers and tags to the item(s) listed on the form in accordance with the procedures noted below, list the tag numbers on the form and forward the Fixed Asset Inventory Form to the appropriate school/department for completion.
- e. The school/department will attach the asset tag(s) to the item(s), fill out the additionally required information on the Inventory Control Sheet ([FIN-F011](#)) including serial numbers, room/location assignment, sign, date, and return the form to the Fixed Asset Department within five business (5) days.
- f. Once the tagging and Fixed Asset Inventory Control Form has been completed and signed by the appropriate receiving personnel the completed form is returned to Fixed Asset Accounting for entry into the Fixed Asset System.

2. Procedures for inventorying or capitalizing purchased technology equipment including computers, laptops, audio visual and like equipment.

- a. All technology equipment, including but not limited to computers, laptops, audio visual and like equipment purchased are to be delivered to the GCS Technology Department (IT) technology warehouse regardless of how ordered.
- b. The Technology Department (IT)) maintains an inventory list of all technology equipment received and its disposition including item description, asset control numbers and other relevant inventory and control information as necessary.
- c. The Fixed Assets Department periodically requests (normally weekly) updated copies of the IT Fixed Assets List for use in determining items to be uploaded to the Fixed Assets System in accordance with the procedures described herein.
- d. For purchases included in the IT Fixed Assets List per Item c. above that have been processed (received and paid) the Fixed Asset General Ledger Query and OnDemand purchase order or payment records will be used to confirm the actual purchase cost to be used to inventory or capitalize the items in question.

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- e. The IT Fixed Assets List will also be used to identify and update technology items that are transferred, retired, disposed of, scrapped, lost or stolen or returned to suppliers, etc. for updating of the Fixed Assets System.

3. Procedures for inventorying or capitalizing purchased technology equipment including computers, laptops, audio visual and like equipment.

- a. All technology equipment, including but not limited to computers, laptops, audio visual and like equipment purchased are to be delivered to the GCS Technology Department (IT) technology warehouse regardless of how ordered.
- b. The Technology Department (IT)) maintains an inventory list of all technology equipment received and its disposition including item description, asset control numbers and other relevant inventory and control information as necessary.
- c. The Fixed Assets Department periodically requests (normally weekly) updated copies of the IT Fixed Assets List for use in determining items to be uploaded to the Fixed Assets System in accordance with the procedures described herein.
- d. For purchases included in the IT Fixed Assets List per Item c. above that have been processed (received and paid) the Fixed Asset General Ledger Query and OnDemand purchase order or payment records will be used to confirm the actual purchase cost to be used to inventory or capitalize the items in question.
- e. The IT Fixed Assets List will also be used to identify and update technology items that are transferred, retired, disposed of, scrapped, lost or stolen or returned to suppliers, etc. for updating of the Fixed Assets System.

4.3 Fixed Asset Accounting Object Code Classification and Processing Based on Type and Value

This section describes the object codes to be used when classifying asset and supply purchases within appropriate budget codes. The procedures for assigning asset control numbers, documenting, tagging and updating to the Fixed Asset System of equipment described in this section are the procedures described in section 4.2 above.

1. Non-Capitalized Equipment (OBJECT CODE 460)

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- a. **OBJECT CODE 461** is used for Furniture and Equipment with values less than \$5,000.00 not including sales taxes. Included expenditures are for the initial, additional and replacement costs of equipment for both instructional and support areas whose small unit cost and/or lease/purchase arrangement makes it inadvisable to capitalize the item.
- b. For federally funded purchases, all equipment other than computer units including, desktop computers, servers, laptops, Ipads, etc. items purchased costing \$200.00 or more but less than \$5,000.00 will be inventoried and will receive “Federally Funded” asset tags.
- c. **OBJECT CODE 462** is used for computer equipment including, desktop computers, servers, laptops, Ipads, etc. with values from \$0.00 up to but less than \$5,000.00 not including sales taxes. These items will be inventoried but not capitalized. These items will receive “Federally Funded” asset tags.
- d. **OBJECT CODE 411** is used for purchases from all other funding sources that are not inventoried or capitalized. Such items might include office or classroom supplies, or services not directly related to the purchase or installation of capital or inventoried items, etc.

2. Capitalized Equipment (OBJECT 540)

- a. **OBJECT CODE 541** is used for purchases of equipment that are capitalized. Included expenditures are for the initial, additional and replacement costs of equipment including transportation and installation but not including taxes for both instructional and support areas that are to be capitalized.
- b. All furniture and equipment with a unit cost of \$5,000 or greater not including sales taxes is to be coded to OBJECT CODE 541 and capitalized. Regular “Capitalized Asset” tags for these items will be forwarded for attachment to this category of furniture and equipment if not purchased with federal funds.
- c. **If OBJECT CODE 541** furniture or equipment with unit cost of \$5,000 or greater not including sales taxes is purchased with federal funds it is to be capitalized in accordance with the standards described in section 4.2 above and will be tagged with “Federally Funded” asset tags.
- d. **OBJECT CODE 542** is used for purchases of computer hardware that is capitalized. Included expenditures are for the initial, additional and replacement items of capitalized computer hardware such as microcomputers, printers, file servers, and other equipment required for infrastructure/connectivity, etc. including lease purchases. **All computer**

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equipment with a unit cost of \$5,000 and greater is to be coded to OBJECT CODE 542 and capitalized.

- e. **If OBJECT CODE 542** computer hardware with unit cost of \$5,000 or greater is purchased with federal funds it is to be tagged with appropriate “Federally Funded” tags.

Verification of inventories of fixed assets must be made when requested. The purpose of this inventory is to determine compliance with fixed asset procedures on acquisitions, transfers, and retirements. Each Principal/ Department Head will be given a current listing of all items assigned to their location. After inventorying and investigating any discrepancies, corrections to the report must be made and the corrected copy of the report sent to the Fixed Asset Dept.. The Fixed Asset Department will verify the inventory.

List all assets (which meet requirements) found at location which are not on the current listing.

1. Complete description of asset, serial #, model #, manufacturer, cost, date acquired, etc.
2. Asset tag number if any.
3. Condition of asset.

Principal/Department Head must prepare a memo for all items which are not located, including all location history known and forward the memo to the Fixed Asset Department.

4.4 Inventories and Audits

Verification of inventories of fixed assets must be made by the responsible school/department when requested. The purpose of this inventory is to determine compliance with fixed asset procedures on acquisitions, transfers, and retirements. Each Principal/ Department Head will be given a current listing of all items assigned to their location. After inventorying and investigating any discrepancies, corrections to the report must be made and the corrected copy of the report sent to the Fixed Asset Department. The Fixed Asset Department will verify the inventory and update the Fixed Assets System as appropriate.

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1. List all assets (which meet requirements) found at location which are not on the current listing including:

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- a. Complete description of asset, serial number, model number or description, manufacturer, cost, date acquired, etc.
 - b. Asset tag number if any.
 - c. Condition and/or status of asset.
2. Principal/Department Head must prepare a memo for all items which are not located, including all location history known and forward the memo to the Fixed Asset Department.

4.5 Transfers

When a school/department decides that it no longer has need for a particular fixed asset, an Inventory Control Sheet ([FIN-F011](#)) is filled out and approved by the Principal/Department Head.

Discarded or surplus equipment. Completed Inventory Control Form ([FIN-F011](#)) is forwarded to Fixed Asset Department by location no longer needing equipment. Be sure to fill out Inventory Control Form from asset number through serial number. List school/administrative location discarding equipment and exact location for pick up. The site requesting discard or disposal should complete an online request for the Logistics Department to pick up the obsolete item(s).

Transfers between schools/departments. Completed and approved Inventory Control Form ([FIN-F011](#)) is forwarded to the Fixed Asset Department. The transferring location will forward one copy of the Inventory Control Transfer Sheet to the Fixed Assets Department and one copy to the receiving location. Upon receipt of the asset the receiving location will sign, date and fill in location information, on the second copy of the Inventory Control Form and forward it to the Fixed Asset Department within five (5) business days. Both the transferring and receiving locations should retain a copy of the Inventory Control Sheet for their records.

Federal Exception: Items purchased with Federal or Grant funds cannot be transferred between programs.

A NCDPI “Equipment Disposition Request” (FPD 212) form must be filled out completely and sent by the Fixed Asset Department to the DPI School Business Monitoring & Compliance Section for approval prior to transferring such assets. Federal equipment can not be moved to another program or disposed of without this signed approval.

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4.6 Lost, Stolen, or Donated Assets

4.6.1 Lost Assets

A fixed asset can be determined lost only after an extensive search has been performed and there is no evidence to indicate theft. The school/department head must prepare a memo explaining the details surrounding the lost asset and forward to the appropriate School Support Officer or designee. After the School Support Officer or designee has approved the memo, a copy of the approved memo must be sent to the Fixed Asset Department for updating the Fixed Assets inventory.

4.6.2 Stolen Assets

When an asset has been stolen, the school/department must file a report with the appropriate law enforcement agency as soon as possible. An Intrusion Report (FIN-F004) is to be prepared by the Principal/Department Head and a copy sent to the Fixed Asset Department along with a copy of the police report.

4.6.3 Donated Assets

When equipment has been donated to a school/department, an Inventory Control Sheet ([FIN-F011](#)) must be completed by the Principal/Department Head and sent to the Fixed Asset Department so the asset can be appropriately documented and tagged. If the value of the asset is not known, the school/department must determine the fair market value as the original cost of the same or like item at the time of donation.

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5.0 Intrusion/Accident Reporting

5.1 Intrusion Reporting

The purpose of this procedure is to outline the steps for reporting any intrusion into or onto school property.

5.1.1 Reporting

When an intrusion of any type occurs on school/system owned property, school personnel/administrative personnel, must fill out the Intrusion Report (FIN-F004). An intrusion includes, but is not limited to the following: break-in, vandalism, fire, storm damage. The Intrusion Report must be filled out completely, signed by the principal/designee/administrative personnel responsible for that building and sent with a copy of the police report to the Risk Management office. The Risk Management office will file a claim with our property carrier.

Note:

If items/equipment are found to be missing and there is no evidence of a break-in, this is called a mysterious disappearance and is not covered by our property carrier.

5.2 Accident Reporting

The purpose of this procedure is to outline the steps for reporting an accident which involves a student/parent/volunteer/visitor.

5.2.1 Reporting—Personal Injury

When a personal injury accident of any kind occurs on school/system owned property, school/administrative personnel must fill out the Student Accident Form ([FIN-F015](#)). (This form can also be used for parents, visitors and volunteers). Be sure that **all** areas are completed. It is particularly important to include the name of the parent/guardian, address and the home phone number. Describe in detail what occurred and any resulting injuries. The Student Accident Form ([FIN-F015](#)) must be signed by the principal/administrative personnel or designee. Mail the completed form to the Risk Management office and keep the copy for the school file.

Guilford County Schools does not carry any insurance on accidents which occur to students/parents/visitors/volunteers unless we caused the incident. An example would be the following: concrete walkway was broken, we were aware of the broken walkway, but had not repaired it. This type of situation would make us liable.

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An example of when we would not be liable would be the following: if a student trips over their shoe string, falls and is hurt. Another example would be, a student misses the chair seat when they sit down, falls, and is injured.

5.2.2 Reporting – Vehicle Accident

When an employee driving a system owned vehicle is involved in a vehicle accident, this must be reported to the school principal or employee’s supervisor. The Transportation office should be notified immediately when an accident occurs so they can determine if they need to come to the scene. All information of all parties involved must be documented including information on **all** vehicles involved. This information along with any citations and a copy of the police report must be sent to the Risk Management office. The Risk Management office will file a claim with our carrier. All GCS procedures must be followed including drug testing.

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6.0 **Payroll**

6.1 **SPEED/Turnaround Document**

When entering payroll data in the SPEED software or completing the payroll turnaround document, please note that:

1. absence information for the same reason code and the same substitute is combined and listed as one entry;
2. absence codes for professional leave should include the account code for the substitute teacher;
3. absences are reported in FULL days for positions that are less than full time - the software prorates absences based on the percentage employed; and
4. The following page contains a schedule of absence reason codes for payroll reporting. Substitutes for vacant positions should be added to the SPEED Report/turnaround document. This information should include:
 - a) Substitute's name
 - b) Substitute's social security number
 - c) Dates substituted

When submitting the SPEED report or the completed payroll turnaround document to the Payroll Department, the report must be signed and dated by the principal/supervisor or their designee.

6.2 **Leave Request**

Guilford County Schools uses one Leave Request (Form FIN-F017) for annual leave, sick leave, personal leave and other specified types of leave (professional leave, jury duty, etc.).

Requests for annual leave, personal leave and other leave should be completed and submitted to the appropriate supervisor prior to the date of the desired leave. Illness should be reported by phone to the supervisor as soon as possible and a request for sick leave submitted immediately upon return to work. Leave requests are not needed for annual leave days that are built in the school calendar.

Schools and departments are responsible for maintaining leave accounting records. Do **NOT** send leave requests to the Payroll Department. The original copy of the Leave

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Request (Form FIN-F017) is to be attached to the supervisor's copy of the respective payroll transmittal and retained as part of the official payroll documentation. These records are subject to internal review and external audit and should be kept current and readily available.

Schools and departments may record any additional information - name of meeting, substitute's name, and/or account code to be charged - by adding such information to the form or maintaining such information via any other site-based mechanism of their choosing.

6.3 Time Reports on Hourly Paid Employees

The Fair Labor Standards Act (FLSA) requires that certain records must be kept for non-exempt hourly paid employees. Guilford County Schools is satisfying the daily and weekly hour's record keeping requirement via the Employee's Daily and Weekly Time Sheets ([Form FIN-F042](#)).

The established work week for non-exempt employees is from 12:01 am Saturday morning until midnight Friday and the time report is set up to accommodate this work week delineation.

School nutrition workers and custodians are paid twice a month. The first payment will coincide with the mid-month pay date and the second payment will coincide with the end-of-month pay date. For school nutrition workers, the payments will be based on the number of hours submitted for each respective absence-reporting period. Custodians will receive semi-monthly payments.

6.4 Direct Deposit

Effective January 1, 2012, the Finance Department will begin making all payroll payments through direct deposit and all pay stubs will only be available through Employee Self Service. The change includes pay for substitutes, tutors, stipends, workshop participant pay, summer school pay and extended employment agreements. The pay stubs for all employees, including those who are currently receiving paper pay stubs, will only be available online. Guilford County Schools (GCS) requires employees to enroll in the Direct Deposit payroll program. The regular direct deposit program deposits an employee's net pay automatically into their savings **OR** checking account via an electronic transfer of funds. On payday, employees can access and print their direct deposit advice statement online using the GCS Website and Employee Self Service System. The Advice serves as an earnings statement detailing gross pay, deductions, net pay and any other information that would normally appear on the paycheck stub. In the event that circumstances necessitate issuing a miscellaneous check, the miscellaneous check will not be subject to

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direct deposit and the employee will receive a regular payroll check versus the Direct Deposit Advice.

To enroll in the regular direct deposit program, employees must complete the Direct Deposit Authorization Agreement for Automatic Deposits ([Form FIN-F002](#)). The form must indicate that funds are to be deposited into **EITHER** a checking **OR** a savings account with a single financial institution. Deposits cannot be divided between accounts or institutions. Employees must attach a voided check if funds will be deposited into a checking account **OR** attach a voided deposit slip if funds will be deposited into a savings account. Complete one form per employee even if you have a joint checking or savings account with another GCS employee.

The bank and account information is entered in the payroll system and a trial transaction (pre-note) will be run between GCS' bank and the employee's financial institution in order to ensure deposit of net pay to the proper account. This initial process may take 6-8 weeks before the first direct deposit occurs for a new participant.

Changing an account number or bank starts the entire process over again requiring completion of forms and pre-noting. If an employee closes an account earmarked for direct deposit, the employee is responsible for notifying GCS as well as his/her respective bank.

6.5 Compensatory Time and Overtime

When a non-exempt employee works more than 40 hours in a workweek, the Fair Labor Standards Act (FLSA) specifies that every hour worked in excess of 40 is subject to overtime compensation at time and a half **OR** compensatory time off at the rate of one and a half times the hours worked over time. In most cases, the Guilford County Schools compensates for overtime hours worked in the form of time off. The FLSA defines a workweek as 168 consecutive hours (7 days X 24 hours) and the Guilford County School system has established a time frame from 12:01 am Saturday morning until midnight Friday as the workweek for non-exempt employees. Sick leave, annual leave and holiday time are not to be counted as time worked for overtime compensation or compensatory time computations.

Compensatory time may be accumulated to a maximum of 240 hours (160 hours of overtime-worked X 1.5). Employees who have accrued compensatory time off will be allowed to use some or all of the time within a reasonable period after requesting it, unless to do so, unduly disrupts business operations. When hours of compensatory time have accrued to the maximum of 240, an employee must use some compensatory time before being allowed to accumulate further overtime compensation in the form of compensatory time off. At no time will an employee accumulate more than 240 hours of

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compensation time. Unused compensatory time will be compensated for upon termination of employment.

The FLSA requires that a record be kept of the number of hours of compensatory time earned or used by each employee for each work period (see Compensatory Time Log, [Form FIN-F009](#)) and the number of hours of compensatory time compensated in cash, if any. The primary responsibility for this record keeping resides with the supervisor. Do **NOT** send compensatory time logs to the Payroll Department. While earned and used compensatory time must be reported and submitted on time sheets, this data will be used for information purposes only by payroll personnel.

Any payment of overtime for non-exempt employees must have prior written approval (see Overtime Pay Approval, Form FIN-F040) by the Chief Financial Officer, Angela Henry. In emergencies, payment of overtime may be approved by telephone initially, but a completed Overtime Pay Approval (Form FIN-F040) must follow.

If overtime is caused by community use of facilities and is being paid by an outside agency, an Agreement for Extended Employment (electronic form) in lieu of the Overtime Pay Approval (Form FIN-F040) should be submitted to the Payroll Department.

6.6 Extended Employment Agreement (EEA)

Extended Employment Agreement (EEA) must be completed and approved before ANY work is performed. At the end of the school year, EEA's must be completed and approved by June 1st. In order to meet state reporting requirements, GCS's **MUST** pay for all work performed within the school year. GCS's will not be able to use the following school year funds to pay for work done in the previous school year.

REMINDER: This includes Assistant Principals and any other 10-month or 11-month employee who may be working during frame of mid-June to June 30th.

EEA's must have the correct salary budget code before the approved form is received by Payroll. Payroll will not research the budget code to be assigned to the EEA.

[EEA GCS Webpage > Departments > HR > HR Intranet under "Human Resources" \(left side of page\) > Extended Employment Agreement](#)

6.7 Stipends

The payment of stipends is optional. Stipends refer to amounts paid to participants in structured staff development activities when the activities occur after normal working hours or scheduled outside the employees' term of employment (weekends and/or

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during the summer months). Stipend payments are considered salary payments and therefore are subject to withholding of federal and state income taxes, FICA and retirement.

Payment of stipends will be funded from school or departmental dollars earmarked for staff development. Funds must be available for the gross amount of the stipends **PLUS** employer fringe benefit costs for FICA and retirement. The Superintendent, or her designee, is the **ONLY** individual that can require an employee to attend a staff development activity.

Classified employees may be paid for participating in approved staff development activities. The amount to be paid is tied to the individual employee's hourly rate of pay. If participation in an approved staff development activity results in an employee working more than forty (40) hours in a work week or includes hours outside their term of employment (except 10-month employees), the Fair Labor Standards Act (FLSA) specifies that every hour in excess of forty (40) is subject to compensation at time and a half. Guilford County Schools has established a time frame from 12:01 a.m. Saturday morning until midnight Friday as the workweek for non-exempt employees.

Additional pay for participating in staff development activities conducted during normal work hours is not allowed.

The Stipend Payment Request Form ([FIN-F049](#)) should be used for the payment of stipends for participants of staff development activities.

6.8 Voluntary Deductions

Eligible permanent employees may participate in the statutory or Board approved voluntary deductions of their choosing, by completing and submitting the appropriate enrollment forms within specified due dates. The Personnel Department will either (a) have a supply of the appropriate enrollment forms or (b) know from whom employees can obtain the appropriate enrollment forms.

All 10 and 11 month employees will have the annual premiums for hospitalization insurance, dental insurance and life insurance deducted on a 10 month basis.

The miscellaneous deduction codes of "403A" (post tax) and "403B" (pre-tax) represents the monthly administrative charge and tax sheltered annuity contribution amount.

Miscellaneous deduction codes, which begin with the letters "CB", indicate CAFETERIA BENEFITS. The remaining two digits, which are also alpha characters, indicate the plan type with "CA" indicating Cancer and Dread Disease Insurance (provider-Assurity); "CO"

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indicating Cancer and Dread Disease Insurance (provider-Central States); "DC" indicating Dependent Day Care; "HI" indicating Hospital Indemnity Insurance; "MR" indicating Medical Reimbursement; "SD" indicating Supplemental Disability Insurance; and "VI" indicating Vision Care Insurance, "VM" indicating vision materials, "PL" indicating pre-paid legal, and "WL" indicating whole life insurance.

Miscellaneous deduction codes, which begin with the letters "DI" or "DA", indicate DENTAL INSURANCE deductions (GCS or Ameritas Plan). The third alpha character indicates the type of coverage with "F" indicating Family; "O" indicating Employee Only; and "S" indicating Split Contract.

The fourth alpha character (J,K,T,X) of the DENTAL INSURANCE deduction code indicates that an amount has been escrowed or prorated.

Miscellaneous deduction codes, which begin with the letter "G", indicate GARNISHMENT deductions.

Miscellaneous deduction codes which begin with the letter "H" indicate HEALTH INSURANCE deductions. The second alpha character indicates the provider with "B" indicating the State of NC Comprehensive Major Medical Basic Plan (70%-30%) or the letter "C" indicating the State of North Carolina Major Medical Choice Plan (80%-20%). The third alpha character indicates coverage type with "C" indicating Employee/Child(ren); "F" indicating Employee/Family; "O" indicating Employee only, and "S" indicating Employee/Spouse.

The fourth alpha character (J, K, T, X) of the HEALTH INSURANCE deduction code indicates that an amount has been escrowed or prorated.

Miscellaneous deduction codes which begin with the letter "I" indicate LIFE INSURANCE deductions. The second and third alpha characters and the numeric character indicate the type of coverage as listed below:

<u>CODE</u>	<u>COVERAGE</u>	<u>CODE</u>	<u>COVERAGE</u>
IO0	\$ 5,000 Base Policy	IC0	\$5,000 Children/Coverage
IO1	\$ 10,000 Additional Coverage	IC1	\$10,000 Children/Coverage
IO2	\$ 20,000 Additional Coverage	IC*	\$15,000 Children/Coverage
IO3	\$ 30,000 Additional Coverage	IC2	\$20,000 Children/Coverage
IO4	\$ 40,000 Additional Coverage	IS1	\$10,000 Coverage/Spouse
IO5	\$ 50,000 Additional Coverage	IS2	\$20,000 Coverage/Spouse
IO6	\$ 60,000 Additional Coverage	IS3	\$30,000 Coverage/Spouse
IO7	\$ 70,000 Additional Coverage	IS4	\$40,000 Coverage/Spouse
IO8	\$ 80,000 Additional Coverage	IS5	\$50,000 Coverage/Spouse
IO9	\$ 90,000 Additional Coverage		
IOA	\$100,000 Additional Coverage		
IOB	\$130,000 Additional Coverage		
IOC	\$150,000 Additional Coverage		
IOD	\$175,000 Additional Coverage		
IOE	\$200,000 Additional Coverage		
IOF	\$225,000 Additional Coverage		
IOG	\$250,000 Additional Coverage		

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When these deductions codes are followed by the letters "T" or "J", the deduction represents the escrowed or prorated amount.

Miscellaneous deduction codes, which begin with the letter "M", indicate organization DUES deductions. M001 represents deductions for NCAE (North Carolina Association of Educators; M002 indicates dues deductions for SEANC (State Employees Association of North Carolina); M003 indicates dues deductions for PENC (Professional Educators of North Carolina); M004 indicates dues deductions for NCATA (North Carolina Association of Teacher Assistants); M005 indicates dues deductions for GESPA (Guilford Educational Support Personnel Association); and M007 indicates dues deductions for Teamsters Local 391.

Miscellaneous deduction code of "NCCU" indicates CREDIT UNION deductions.

Miscellaneous deduction code of "UWAY" indicates UNITED WAY deductions.

Miscellaneous deduction code of "401L" indicates 401-K LOAN (post-tax) deductions.

Miscellaneous deduction code of "401S" indicates 401-K SAVINGS (pre-tax) deductions.

Miscellaneous deduction code of "401R" indicates 401-K ROTH (post-tax) deductions

6.9 Advancement of Sick, Personal and Annual Leave

For "Short-Term" Uses (or a period of up to 10 workdays)

An employee may be advanced sick leave, personal leave*, and annual leave that will be earned within the current fiscal year with the approval of his/her supervisor. Absences in excess of amounts to be earned in the current fiscal year will be handled as absence(s) without pay.

For "Long-Term" Uses (or a period of more than 10 workdays)

For a long-term leave of absence (period exceeding ten (10) workdays), sick leave, personal leave*, and annual leave may not be advanced when an employee is requesting a leave of absence without pay. Only leave which is earned until the employee goes off the payroll may be used.

If an employee has a negative leave balance on the final payroll for the fiscal year, the appropriate amount will be deducted and leave balances will be corrected to provide the employee with a zero balance at year-end.

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If an employee separates from service with a negative leave balance, the appropriate amount will be deducted from the employee's final payroll check.

***Personal leave is available only to classroom teachers and school media specialists as outlined in the Benefits and Employment Policy Manual from the North Carolina Department of Public Instruction.**

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7.0

Purchasing

7.1 Purchasing Department

Local Boards of Education are delegated authority to purchase goods and services and to enter into contracts by the North Carolina General Assembly. Therefore, school systems' purchasing operations and procedures are controlled by North Carolina General Statutes. Areas not specifically addressed by the General Statutes are covered by local Board of Education procedures.

The Department of Administration, through the Division of Purchase and Contract, is charged with jurisdiction and control over the specifications and purchase of equipment, materials, and supplies as required by local Boards of Education, with the exception of certain items, such as textbooks and food.

Under the requirements of G.S. 115C-522, it is the duty of local Boards of Education to purchase or exchange all their supplies, equipment, and materials in accordance with contracts made by or with the approval of the Department of Administration. Public schools can, however, contract directly for any services they require.

The Guilford County Schools' Purchasing Department is committed to:

- getting maximum benefits from the school system's monies for the students.
- carrying out the purchasing process in the best interest of the Guilford County Schools, the taxpayers of Guilford County, and in accordance with NC General Statutes, local Board of Education procedures, and recognized professional purchasing practices.
- providing a climate of fair and open competition for all qualified vendors.

7.2 Policies of the State of North Carolina

It is the policy of the Division of Purchase and Contract to:

Require items covered by established state contracts to be purchased in accordance with these contracts.

Conduct all purchasing activities according to applicable laws, rules and regulations of good purchasing practices, and professional principles.

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Establish a practical degree of standardization of equipment, supplies and materials, with reasonable allowance for varying requirements of the agencies served.

Encourage fair and open competition by legitimate and ethical means.

Obtain, whenever feasible, favorable prices through volume buying.

Extend honest, courteous and impartial treatment, along with fair and equal opportunity, to all interested and qualified suppliers.

Require satisfactory and proper performance of contractual obligations from all vendors.

Requirements for items not covered by any existing contract(s) and totaling less than \$90,000 may be purchased locally after seeking competitive quotations according to good purchasing practices and guidelines established by the Division of Purchase and Contract.

Requirements not covered by any existing contract(s) totaling more than \$90,000 are to be referred to the Division of Purchase and Contract for handling.

It should be noted that these policies apply to all funds, regardless of source. The \$90,000 maximum applies to the total cost rather than to the cost of any single item. Dividing an order to avoid the \$90,000 maximum is not allowed.

It is important to remember that any product on state contract must be purchased from the approved vendor regardless of the dollar amount of the individual purchase unless the item can be purchased for a lesser amount from another source. Competitive bidding is required. The General Statutes clearly reveal that the Executive Officer of the purchasing agency will be liable for the costs of any purchase contrary to the provisions established by the General Assembly (see G.S. 143-58 for information on this provision).

7.3 Pertinent Information

Exemptions and Delegation of Authority

Some items and services are exempt from the policies listed on the prior page and the State therefore delegates authority to local agencies in purchasing the following:

- Athletic Apparel
- Perishable food products
- Published books, manuscripts, pamphlets, and periodicals
- Maps, charts, globes, film, filmstrips
- Playground equipment

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Ready-mix concrete
Service and Maintenance Contracts-except where provided for by state contract
Shrink-wrapped Software (off-the-shelf)

Emergencies

Emergencies are defined as situations which endanger lives, property, or the continuation of an important program which can be corrected only by immediate on-the-spot purchase or rental of equipment, supplies, materials or services. Emergencies will be handled by the Purchasing Department on an individual basis.

Specifications

A purchase specification is considered restrictive if it sets limits on what is acceptable. Specifications must not be unreasonably restrictive as this eliminates competition. Usually, more than one make or brand of a particular item is satisfactory. In developing specifications, an attempt must be made to specify a quality that is suitable for the intended use, but not restricted beyond what is reasonable.

Sole Source Item

Sole source (franchise) items are items for which there is only one dealer, distributor, or manufacturer from which to purchase that item in a particular area. Such items costing \$90,000 or less may be purchased locally, provided this is documented on the purchase requisition. Sole source items costing more than \$5,000, but less than \$90,000, require a sole source letter from the vendor as documentation. Efforts should continually be made to locate additional sources or satisfactory substitute items. Sole source items costing more than \$90,000 must be approved by the governing board.

Ordering on Approval

Ordering on approval is not a recommended practice. However, if this becomes necessary, a purchase order must be sent to the vendor requesting that the material be sent for preview. Materials may not be sent from a vendor without a purchase order number.

Encumbering Funds

State law requires that funds be encumbered for each purchase prior to the actual placement of the order. All purchase orders must be signed by the Senior Finance Officer and the Purchasing Officer prior to the order being released.

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The Guilford County Board of Education is not responsible for the payment of invoices for orders placed without authorization and without being assigned a purchase order number.

Lease-Purchase

Lease-purchases are to be handled in the same manner as outright purchases and are subject to purchase procedures as listed in this manual.

Affirmative Action Procedures for Minority, Disabled and Women's Business Enterprises

The Purchasing Department shall actively seek and identify qualified minority (MBE), disabled (DBE), and women's (WBE) business enterprises and offer them the opportunity to bid on items. The Purchasing Department is required by General Statutes to report all purchases made from MBE's, DBE's, and WBE's to the HUB Office quarterly for inclusion in a consolidated report to the General Assembly.

Construction or Repair Work - Contracted

Contracts for construction or repair projects of less than \$29,999 do not require bids. For contracts of \$30,000 to \$499,999.99, the school system must secure informal bids and keep a public record of those bids. Contracts of \$500,000 or more require formal bids with advertising and a 5% bid deposit. Other stipulations apply to contracts of \$500,000 or more, (see G.S. 143-129). **The Purchasing Department will solicit bids for all construction projects.**

Construction or Repair Work - Use of Own Force

Renovation projects with a total project cost, direct and indirect costs of \$125,000 or less may be undertaken by the Maintenance Department. Materials for such projects are subject to the purchasing regulations previously listed. Labor costs may not exceed \$50,000.

7.4 Regulations Regarding Expenditures of Funds

1.5110.061.411 - Instructional Supplies and Materials

2.5110.061.411 - Instructional Supplies and Materials

Guidelines for items to be considered instructional supplies or materials are:

1. It is consumed in use.
2. It loses its original shape or appearance with use.

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3. It is expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
4. It is an inexpensive item (cost does not exceed \$5,000) having characteristics of equipment, or it is a service such as rental of instructional equipment which is used as part of the instructional program.
5. This allotment includes an allotment for library books for the school media center.
6. Textbooks in excess of the state's provision of adopted textbooks may be purchased with these funds.

1.5110.828.312 - Staff Development

1. Includes costs for workshops and in-service seminars.
2. Designed to enhance the quality of a program. Also includes reimbursement to employees for mileage to workshops in personal vehicles equal to the allowable rate set by the Internal Revenue Service.

2.5400.005.412 - Office Supplies

Includes amounts expended for office supplies and materials other than instructional supplies.

2.6540.003.411 - Custodial Supplies

Supplies concerned with housekeeping chores (necessary for the clean and healthy occupation of the physical plant).

4.5110.001.541 - Furniture/Equipment

Includes expenditures for the initial, additional, and replacement items of capitalized equipment such as furniture and machinery for both instructional and support areas.

1.5110.061.541 - Instructional Furniture/Equipment

Includes expenditures for the initial, additional, and replacement items of capitalized equipment such as furniture and machinery for instructional areas only.

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The following codes are to be used when individual school funds are used for a purchase or the system will be reimbursed by an entity, i.e., PTA:

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2.5110.593.411 - Instructional Supplies and Materials

4.5110.593.541 - Instructional Equipment

7.5 Procedures

The purpose of this manual is to be both informative and instructive to those associated with acquiring goods and services for Guilford County Schools. This manual will describe the procedures to be used to ensure compliance with the statutory requirements relating to purchasing. Due to the relationship of these functions to purchasing, this manual also contains information regarding shipping, receiving, and accounts payable functions.

G.S. 115C-522 states that all purchasing by school administrative units is subject to the policies and procedures of the North Carolina Department of Administration (Division of Purchase and Contract). Individual schools, as part of the local school administrative unit, must also comply with these statutes. It is the responsibility of each employee involved in the procurement process to understand the policies upon which these procedures are based.

The following policies affecting purchasing by school administrative units and individual schools are drawn to comply with the various requirements of the North Carolina General Statutes and regulations of the N.C. Purchase and Contract Division.

1. Purchases of equipment, materials, and supplies must be made in one of these ways:
 - a. State Term Contract - Term contracts are established by the N.C. Division of Purchase and Contract and are binding agreements between the purchaser and seller to buy and sell certain commodities at certain prices and under specified terms and conditions. These contracts are established through legal advertising and competitive bids. The bidder is advised as to whose business he has earned. Therefore, school units cannot avoid compliance with the contract without risk of being legally in default and liable for damages.

Orders may be placed by local school units directly with the state contractor. Term contracts are for a specified period of time; generally, 12 months and are for a given commodity group. School systems have the option to purchase from other suppliers at a lower price than those established by the contract. Such purchase must be for a comparable item and must be competitively bid.

- b. Items not on State Term Contract and Costing Less than \$90,000 - Equipment, materials, and supplies not covered by any existing contracts and totaling less than \$90,000 may be purchased locally after seeking competitive

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quotations according to good purchasing practices. Bid dates and bid selection criteria must be fully documented. Items may not be divided to circumvent this provision. The \$90,000 maximum applies to the total cost of the order rather than to a line item cost or single item cost.

Verbal or written quotations must be obtained based on procedures detailed on page **71**.

- c. Items not on State Term Contract Costing \$90,000 or More - Equipment, materials, and supplies not covered by any existing contracts and totaling more than \$90,000 are to be referred to the Division of Purchase and Contract for handling. This policy applies to all funds, regardless of source. The \$90,000 maximum applies to the total cost rather than the cost of a single item. Dividing an order to circumvent the \$90,000 maximum is illegal.

Exemptions and Delegations of Authority

1. Some items are exempt from these policies and the State therefore delegates authority to local agencies in purchasing the following:
 - a. Published books, manuscripts, maps, pamphlets, periodicals, playground equipment, and shrink-wrapped software.
 - b. Perishable articles such as fresh vegetables, fresh fish, fresh meat, eggs, and others as may be classified by the Secretary of Administration.
 - c. Athletic apparel
2. Lease-purchase contracts are handled in the same manner as outright purchases and are therefore subject to the purchasing procedures beginning on **Page 71**.
3. Contracts for the straight lease or rental of equipment, materials, or supplies are exempt from purchasing procedures above.
4. The purchase of equipment, materials, and supplies necessary for construction or repair work is to be handled the same as outright purchasing procedures beginning on **Page 71**.
5. Policies guiding purchases of contractual services by school units are not established by North Carolina Statutes. Local procedures are outlined on **Page 78**.
6. Construction or repair work with third parties is governed by Chapter 143, Article 8 of the General Statutes. All such contracts are to be handled by the Facilities and Maintenance Departments in conjunction with the Purchasing Department.

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7.6 Preparing Purchase Requisitions

The purchase requisition is the first step in the routine purchasing cycle. It is used to specify products or services needed and delivery requirements. It is the source document from which the purchase order is prepared. The purchase requisition should be completed by the school/department desiring to purchase goods or services. The requisition indicates quantities, description, delivery requirements, etc. It is also used as bid documentation. Purchase requisition forms may be obtained via the online requisitions.

http://portal.gcsnc.net/apps/purchaseorders/_layouts/15/start.aspx#/SitePages/Home.aspx

If the purchase requisitions site is unavailable, use Form FIN-F012. Schools/departments must fill in a requisition completely and accurately. Any requisition with incomplete information will be returned to the ordering location by the Purchasing Department thereby delaying the processing of the order.

The following information is required on the form:

1. Vendor: Enter exact vendor name, address and zip code or leave this space blank for the Purchasing Department to complete.
2. Ship To: Enter the school or department ship to address.
3. Date: Enter the date the requisition is prepared.
4. Code: Enter the account number to be charged.
5. Delivery Date: Enter date item(s) required.
6. Item No: Number each item requested beginning with number one.
7. Quantity: Enter quantity ordered in numerals.
8. Description: Enter a complete description including commodity number, model number, color, etc.
9. Unit Price: Enter the unit price for each item ordered.
10. Amount: Extend the unit price for each item ordered (will be calculated automatically on the online form).
11. Sub Total: Enter the sum from the amount total (will be calculated automatically on the online form).
12. Discount: Enter discount amount if applicable.
13. Shipping: Enter the exact amount for shipping or figure 15% of the order and enter that amount.
14. Tax: Enter **6.75%** of the total order.
15. Subtotal
16. Total: Enter the grand total of the order (will be calculated automatically on the online form).

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17. Authorized
Signature:

The principal or department head and other designated approval authority must approve the purchase requisition. The current available balance should be confirmed prior to approval. **Once approvals are completed the requisition should be forwarded to the Purchasing Department via the online system.**

The tax rate is subject to change. The current tax rate is listed on the North Carolina Department of Revenue website.

<http://www.dor.state.nc.us/taxes/sales/salesrates.html>

Distribution of Purchase Requisition by end user:

Goldenrod and Green Copy: School/department copy

7.7 Preparing Purchase Orders

A purchase order should be issued for all materials, supplies, equipment, service, construction or repair projects. No invoices may be honored for such items or services unless it is supported by a properly signed purchase order. Purchase orders also serve as a vehicle to encumber funds. State law requires that funds be encumbered for each purchase prior to placement of the order. By issuing a purchase order the Senior Finance Officer meets all pre-audit requirements (G.S. 115C-441-a) and the Purchasing Department certifies that all transactions have been made according to established purchasing procedures. **Only assigned Purchasing Department personnel are authorized to solicit quotations and award bids or contracts.**

Instructions to schools for issuing purchase orders on school funds are found in the School Accounting Procedures Manual. The following procedures apply to purchase orders issued and approved by the Purchasing Department for all schools and departments in the system using Guilford County Board of Education funds.

1. Purchase orders should be prepared directly from information gathered from the approved purchase requisition submitted by schools/departments and processed according to the following procedures:

- a. **Orders totaling less than \$2,500 (small purchases)** Items not on state contract and totaling less than \$2,500 may be purchased without acquiring competitive quotations. If such purchases are of a recurring nature, a

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discount schedule or a blanket bid for a specified period of time may be negotiated with one or more vendors. It is also important that fair and open competition be maintained when making small purchases. Orders may not be divided to alter the application of this provision. The \$2,499.99 limit applies to the total order cost rather than line item or per item cost.

b. Orders totaling \$2,500 to \$4,999.99

Orders totaling \$2,500, but less than \$4,999.99, not on state contract and not in an exempt category, require telephone or written quotations. Fair and open competition shall be maintained in seeking competitive quotations. Orders may not be divided to circumvent this process. All telephone quotations shall be documented in the appropriate area of the purchase requisition.

c. Orders totaling \$5,000 to \$89,999.99

Orders totaling \$5,000, but less than \$89,999, not on state contract and not in an exempt category, require written bids. For all orders \$5,000 to \$89,999.99, a request for quotation shall be mailed or faxed to prospective bidders. (FIN F046, and FIN F047). Vendors should complete the form and return it to the Purchasing Department. The written quotation shall become a permanent part of the bid file. A fair and open competition climate shall be maintained in seeking competitive bids.

d. Orders totaling \$90,000 and over

Orders totaling \$90,000 and over shall be submitted to the N.C. Division of Purchase and Contract for formal bid procedures.

2. After purchase orders have been prepared and reviewed by the Purchasing Officer or designee for completeness and accuracy, the Purchasing Support Specialist I processes the purchase order.

An edit check is run to verify that sufficient funds are available for each order. An exception list is printed and reviewed by the Purchasing Officer who is responsible for corrections and approving or rejecting orders for which there are no available funds. Rejected orders are returned to the originating school/department. After the exception list has been verified, approved purchase orders are printed, signed and reviewed by the Purchasing Officer.

3. After review by the Purchasing Officer, the Purchasing Department distributes copies of the approved orders as follows:

- The vendor receives an electronic purchase order via e-mail or fax (E-Proc)

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- The PSSI scans the purchase orders and backup documentation into the “On Demand” system
 - The gold purchase order copy is returned to the originator to file
 - The green purchase order copy is sent to the delivery destination to use as the receiving report. (When funds not allocated to schools are used to purchase materials for schools, it may be necessary to route the receiving copy of the PO (upon receipt of goods) through a central administrator. It may also be necessary to route the green copy to another location if the merchandise is to be tagged for Fixed Assets tracking purposes).
4. The Purchasing Department will maintain a control copy of all purchase orders issued. A blue or pink copy of the PO is filed in Purchasing with a copy of the requisition and all backup documentation. All PO numbers must be accounted for, with any missing numbers explained.

7.8 Open Purchase Orders

The purpose of an open purchase order is to make on-the-spot purchases of apparatus, supplies, materials, goods, and services. **The total amount of the open purchase order should not exceed \$9,500.** Individual transactions shall not exceed \$2,500. Exemptions to the \$9,500 limit shall only be made at the direction of the Purchasing Officer.

All of the procedures regulating purchasing through existing state contracts, etc. are applicable to purchases made through open purchase orders. Open purchase order procedures may be appropriately utilized to obtain small quantities of items and sundry services. Sufficient controls must be established to insure proper protection of funds and to insure that open purchase order authorizations are not used to circumvent normal purchasing practices.

The following are the procedures that are used for open purchase orders:

1. The director of a department having a recurring need for miscellaneous supplies or services of a minor nature, should submit a requisition to the Purchasing Department specifying the category of materials needed and a list of the names of the individuals who would be authorized to place and pick up orders.
2. Various sources in the area should be solicited to obtain the most favorable price quotation and cash discounts. Quotation documentation should be on file in the Purchasing Department and in the Accounts Payable Department for invoice verification.

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3. An open purchase order should be prepared containing the following information:
 - a. The period of time covered by the order. Requirements should be reviewed monthly to determine if there is a continuing need for the open order.
 - b. The supplies, materials, goods or services covered.
 - c. The total dollar amount which can be encumbered under the open order. Taxes and shipping charges are separated. Purchases in excess of this amount are not permitted.
 - d. The dollar limitation (not to exceed \$2,500) is applicable to each individual transaction.
4. Authorized users of open purchase orders should determine their need for items available against the order and determine that applicable purchasing procedures permit the specific purchase under the circumstances before making a purchase against the order. Persons authorized to make purchases shall be held personally liable for unauthorized purchases or improper practices.
5. Merchandise received should be accompanied by delivery tickets specifying the name of the supplier, the number of the open purchase order, date of the call, name of person placing call or making the pickup, itemized list of supplies furnished, quantity, unit price, extensions, applicable discounts, and the date of delivery.
6. Receipt of the supplies/services and the date received should be acknowledged on the delivery ticket by the person receiving the supplies/services.
7. Suppliers should submit an invoice, supported by copies of delivery tickets, covering all items delivered within the billing period. Invoices will be reconciled to signed delivery tickets. The budget authority shall review and approve all invoices for payment. If all merchandise is received, the green purchase order should be signed by the budget authority or the designee to indicate approval for payment. **The green receiving copy of the purchase order should not be submitted to Accounts Payable until you are ready to close the open PO.** A signed copy of the green purchase order should be sent to Accounts Payable for **partial** payments.

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NOTE: Prior to issuing an open purchase order, it is not necessary to solicit quotations or discounts for state contract items.

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7.9 Pressing Need/Emergency Purchase Orders

The purpose of a pressing need/emergency purchase order is to obtain authorization to make purchases on the open market in cases of genuine emergency or pressing need.

A pressing need is one arising from unforeseen causes including, but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work; while emergencies are defined generally as situations which endanger lives, property or the continuation of a vital program and which can be rectified only by immediate on-the-spot purchases or rental of equipment, materials, supplies, or services.

The following procedures should be followed when there is a need for a pressing need/emergency purchase order:

- a. Obtain approval from the appropriate principal/director for the issuance of the emergency order .
- b. The principal/director/designee should advise the Purchasing Agent of the reason for the emergency order.
- c. The Purchasing Agent should verify the fund balance of the school or department before continuing.
- d. The Purchasing Officer must approve the order.
- e. If the item(s) required is on state contract, the Purchasing Agent shall contact the contractor to determine if immediate delivery can be made.
- f. If the state contractor cannot make immediate delivery, the item(s) can be purchased on the open market after obtaining such quotes as time permits.
- g. When time permits, bids should be obtained for goods or services purchased on the open market.
- h. The Purchasing Agent, PSSII or PSI gives the authorized caller a purchase order number.
- i. The school/department should sign the receiving copy, attach packing slips, delivery tickets, etc., and then return the documentation to the budget authority for review. Once reviewed, the documentation should be forwarded to the Accounts Payable Department.

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- j. The Purchasing Department shall maintain a log of all pressing need/emergency purchase orders issued. The log should show purchase order number, date, vendor, general description, department, caller and dollar amount.

NOTE: When the computer system is not available the Purchasing Agent may assign an emergency (manual) purchase order number. The emergency purchase order should be encumbered immediately when the computer system is again available.

7.10 Receiving Procedures

The purpose of this section is to stress the importance of the procedures which must be performed between the time that goods and services are purchased and when payment is made.

Purchasing is the first step in the entire acquisition process which begins with the requisition of goods and services. After purchasing, goods and services must be physically received and the receipt documented. The goods must then be stored or delivered to the appropriate location.

Timely and accurate receiving procedures are essential for assurance that goods and services paid for have actually been received. Persons signing to acknowledge receipt of goods and services must be aware that in doing so they are authorizing the expenditures of school system or individual school funds. Under no circumstances should any school system employee sign for goods or services which they have not actually seen and verified all relevant data such as item number, part number, description, quantity, and quality.

7.10.1 Orders Shipped by Vendors Directly to Schools/Departments

A. Complete Order Received:

1. When complete orders are received, all relevant data on packages, cases, individual items, etc. should be matched against the green copy of the purchase order, and quantities received should be verified. The receiver should then sign and date the green copy in the space provided. Staple the vendor's packing slip and invoices (if applicable) to the signed green copy of the purchase order and send it to the accounts payable department. The Accounts Payable department will pay invoice(s) and close the purchase order.

2. If all items are not received and back-orders will not be accepted, the necessary adjustments should be made on the green copy. It should then be signed and forwarded to the Accounts Payable Department. The Accounts Payable Department will pay

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invoice(s) and close the purchase order. **Once the green copy has been forwarded to the Accounts Payable Department, back-orders should not be accepted.**

B. Partially Received Order:

1. When partial orders are delivered to schools/departments, the receiver should indicate by check mark which items are complete and write the quantity received in numeric value by the items which are incomplete.
2. The receiver should make a copy of the green purchase order, attach delivery tickets and packing information to the copy, write partial order on the copy, sign in the receiving space, date, and forward the signed copy to the Accounts Payable Department. Accounts Payable will pay the invoice, however, the purchase order will not be closed.
3. Since items are invoiced at time of shipment, each time a partial shipment is received against the purchase order, the process outlined above should be completed.
4. When the final shipment is received, the green copy should be marked complete, signed, dated, and forwarded to the Accounts Payable Department. When the final payment is processed, the purchase order will be closed and cannot be used again.

7.11 Purchased Services

A service contract is defined as any agreement in which an independent contractor performs services requiring specialized knowledge, experience, expertise or similar capabilities. The services may include, but are not limited to, maintenance of buildings or equipment, auditing, banking services, legal services, film production, employee training, food services, consultants, and forms printed to order.

Specific procedures guiding purchases of services by school units are not established by North Carolina Statutes. Good business practice dictates, however, that competitive quotations/bids be solicited to the extent practical. The Purchasing Department shall develop and maintain an active bidder's list for each type of service and shall assume full responsibility for determining/ identifying those services for which competitive quotations/bids will be solicited.

All service contracts with a value of \$150,000 or more must be forwarded to the Guilford County Board of Education for approval.

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7.12 Travel

Requisitions and purchase orders should not be used for travel, except when using the services of the company receiving the contract award when travel services are bid. Procedures for travel reimbursement are located on page **11** of the Financial Services Procedures Manual.

7.13 Special Information for Individual Schools

The purpose of this section is to list categories of items which are exempt from quotation requirements and reinforce certain requirements that relate to the individual schools.

Items Exempt from Regular Quotation Requirements

1. Items for resale, for example items purchased for:
 - a. school store
 - b. concessions
 - c. fund raising projects
2. Subscriptions and publications
3. Orders that total less than \$2,500
4. Items that can only be purchased from a sole source
5. Items that are perishable food products

NOTE: Any item to be purchased that is on state contract must be bought from the approved vendor who has the state contract for that item unless the item can be purchased at a lesser amount from another source. Competitive bidding requirements apply.

7.14 Special Information when Individual Schools Paying for Fixed Asset Items

The following list of purchasing procedures apply to the use of local school funds:

1. The purchase of any fixed asset item (regardless of cost) with local school funds must be handled by the Purchasing Department, even though the funds

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to pay for the items may come from school sources. For fixed asset items write **'school-to-pay'** equipment account code 4.5110.593.541.XXX.XXX.19, where XXX represents the respective school location number, in the account code block of the purchase requisition. Send the purchase requisition to the Purchasing Department. Attach a school check for the "school-to-pay" amount to the requisition. The check should be made payable to Guilford County Schools.

2. Construction and repair work is to be managed by the Director of Maintenance.
3. All purchases made with a total order of \$2,500 or more are required to have proper bid documentation attached to the purchase order.
4. See Purchasing Sections in the School Accounting Procedures Manual for additional information and related procedures.

7.15 Procurement Cards

The following procedures are required for all Guilford County School Employees who are issued Procurement Cards to make purchases of goods and materials.

7.15.1 Abbreviations

PCPS: Procurement Card Purchasing System

7.15.2 Definitions

Administrator: The person responsible for all program details, including all cardholder inquiries.

Budget Manager: This individual will review and approve a cardholder's monthly statement of account.

Cardholder: Personnel who have been issued procurement cards and authorized to make purchases in accordance with these procedures.

Requisitioner: An employee who has a need for materials that can only be fulfilled by a vendor. Under this PCPS procedure, a requisitioner may be a cardholder.

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Single Purchase

Limit: A dollar amount limitation of purchasing authority delegated to a cardholder. This dollar limit may vary from cardholder to cardholder.

Statement of

Account: This is the monthly listing of all transactions by the cardholder, issued by the bank directly to the cardholder.

Vendor: A company from which a cardholder is purchasing materials under the provisions of this procedure.

7.15.3 Introduction

This program is being established in order to provide a more rapid turnaround of requisitions for low-dollar value goods, and to reduce paperwork and handling costs. By using PCPS you dramatically shorten the payment cycle from what is under the traditional requisition process. The traditional process includes pricing, inquiry, order placement, delivery of goods, invoice and voucher review. Those requisitioners who have been issued procurement cards may now initiate transactions in-person or by telephone, within the limits of the procedure, and receive goods. Payments to vendors are made via the VISA Settlement system. Accounts Payable will make monthly settlements with the bank.

7.15.4 Receiving a Purchasing Card

Budget managers may propose personnel to be cardholders by contacting the Procurement Card Administrator via e-mail. The Purchasing Officer will review the request, and approve or deny the issuance of a card.

The approved Cardholder will be issued a copy of this procedure and will be required to sign an employee agreement. The agreement, Attachment I, indicates that the Cardholder understands the procedures and the responsibilities of a PCPS cardholder. The enrollment form, Attachment 1, indicates all information needed to set the Cardholder up properly in the procurement card system.

7.15.5 Authorized Credit Card Use

Prior to using the Procurement Card, each/department/school must send a Purchase Requisition Form (Form FIN-F012) to the Purchasing Department indicating Fund budget code to encumber funds for procurement card transactions. Each school or department is responsible for maintaining their card transactions to ensure that the encumbered amount is not exceeded.

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The Maintenance procurement card that the Cardholder receives has his/her name embossed on it and will **ONLY** be used by the Cardholder. **NO OTHER PERSON IS AUTHORIZED** to use that card. The Cardholder may make transactions on behalf of others in their department. However, the Cardholder is responsible for all use of his/her card.

The P-Card that the school or admin Cardholder receives has either the school name or department name embossed on it. At the school, only the Principal and Treasurer have the authority to use the cards, with exceptions for certain other individuals on an **EXTREMELY LIMITED BASIS**.

Use of the Procurement Card will be limited to the following conditions:

1. The total value of the transaction **must not exceed** a Cardholder's single purchase limit. Payment for a purchase **WILL NOT** be split into multiple transactions to stay within the single purchase limit.
2. All items purchased "over the counter" must be immediately available at time of procurement card use. No backordering of merchandise is allowed.
3. Spending limit must be adhered to.
4. Guilford County Schools **is NOT** tax exempt. The Cardholder will inform the Vendor that the goods are to be taxed.

7.15.6 Unauthorized Procurement Card Use

The Procurement Card **WILL NOT BE USED** for the following:

1. Personal purchases or identification
2. A single purchase that exceeds the Cardholder's single purchase limit
3. Meals or travel expense
4. Cash advances
5. Telephone calls/monthly service
6. Contractor payments

A Cardholder who makes unauthorized purchases or carelessly uses the procurement card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. The Cardholder will also be subject to disciplinary action.

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7.15.7 Making a Purchase

Procurement procedures permit a purchase of goods; not on State Contract or GCS bids, if the value is \$2,500 or less, to be made from a "Vendor of Choice". This implies the possibility of not comparing sources or competition between vendors. However, it is also policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a procurement card purchase the Cardholder **WILL** check as many sources of supply as reasonable to the situation to assure best price and delivery. Where possible the Purchasing Department **WILL** establish pricing agreements and identify the preferred suppliers. Items on existing State Contracts or GCS Bids must be purchased from the contract vendors. Maintenance Department personnel below the level of foreman have a \$750 per transaction limit.

Cardholders will utilize the following "checklist" when making a purchase:

1. Check with the Purchasing Department to see if vendors and prices have already been established for the required goods. If not, solicit a reasonable number of sources. If vendors furnish standing price quotations or catalog prices on a recurring basis, check that the price listed is current.
2. Once a vendor is designated and that vendor confirms that the goods or materials are available, meets the specification and delivery requirements, etc., take the following steps:
 - a. Confirm that the vendor agrees to accept VISA
 - b. Direct the vendor to include the following information on the shipping label and packing list:
 - c. Cardholder's name and telephone number
 - d. Complete delivery address
 - e. The words "Procurement Card Purchase"
 - f. The vendor's order number
 - g. If necessary, advise the individual within your area who receives merchandise, of the vendor's name, order number, anticipated delivery date, number of boxes expected, and carrier (UPS, FED EX, etc.). Also, this individual should notify the Cardholder when delivery is made.
3. It is extremely important that all purchases are sent to the Cardholder ordering the merchandise to ensure that the necessary documents for the record keeping are readily available to the Cardholder.

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7.15.8 Cardholder Recordkeeping

Whenever a procurement card purchase is made, either over the counter or by telephone, documentation will be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.

When the purchase is made over the counter, the Cardholder will retain the invoice and "customer copy" of the charge receipt. Prior to signing this slip, the Cardholder is responsible for making sure that the vendor lists the quantity, fully describes the item(s), and includes sales tax on the charge slip.

When the goods are received as a result of placing a telephone order, retain all shipping documentation.

All records must be retained on site and available for audit for five (5) years.

7.15.9 Review of Monthly Statement

At the end of each billing cycle, the Cardholder will receive from the bank, the monthly statement of account that will list the Cardholder's transactions for that period.

The Cardholder will compare each transaction listed on the statement to the receipts and shipping documents to validate the data on the monthly statement. The original sales documents (packing slips, invoice, cash register tape and procurement card slips, etc.) for each item listed on the monthly statement **MUST** be neatly attached to the statement. This data attachment is critical to enable audit substantiation. **IF THIS ROUTINE IS NOT ADHERED TO, THE PROCUREMENT CARD WILL BE REVOKED.** The careful matching of complete support documents to the statement is vital to the successful use of this program.

The budget manager will check the Cardholder's monthly statement and confirm with the Cardholder the following items at minimum:

1. Receipts and shipping documents exist for each purchase
2. The goods or materials were received
3. The Cardholder has complied with applicable procedures, including this PCPS procedure
4. The budget managers approval of a Cardholder's monthly statement indicates that the Cardholder was authorized to make those purchases and those purchases were made in accordance with the applicable procedures.

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If the Cardholder does not have documentation for a transaction listed on the monthly statement, he/she will attach an explanation that includes a description of the item(s) purchased, date of purchase, vendor's name and reason for the lack of supporting documentation.

7.15.10 Procurement Card Returns

If an item is not satisfactory, incorrect, damaged and/or defective, duplicate order, etc., the Cardholder should make contact with the vendor to explain the problem and inquire about return policies.

If the Cardholder is disputing a charge, he/she will complete a Dispute Form, forward it to the bank, and retain a copy with the statement package.

If an item has been returned and a credit voucher received, the Cardholder will verify that this credit is reflected on the monthly statement.

If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation will be **RETAINED** by the Cardholder until the next statement is received.

If items purchased using the procurement card are found to be unacceptable, the Cardholder is responsible for obtaining replacement or a corrected item as soon as possible. If the Vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement then the purchase of the item will be considered in dispute.

7.15.11 Monthly Account Summaries

Monthly Account Summaries listing all transactions, will be issued by the bank to the Administrator and to the [Accounts Payable Supervisor](#).

All Cardholders, should have the budget authority sign the statement and record the corresponding PO# on the statement. The Card holder should then complete the "Procurement Card Reconciliation Report" and forward it, via e-mail to Accounts Payable by the 10th of each month.

7.15.12 Card Security

It is the Cardholder's responsibility to safeguard the procurement card and the account number to the same degree that a Cardholder safeguards his/her personal credit information.

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The Cardholder must not allow anyone to use his/her account number. A violation of this trust will result in that Cardholder having his/her card withdrawn and disciplinary action taken.

If the card is lost or stolen during regular working hours, the Cardholder must immediately notify the Procurement Card Administrator.

If the Procurement Card Administrator or another Purchasing Staff member cannot be reached; or, if the loss or theft occurs outside normal working hours, the Cardholder must immediately notify Bank of America at 1-888-449-2273. Representatives are available 24 hours a day. The Cardholder must advise the representative that the call is regarding a Visa Procurement Card. Instruct the bank representative to place the card on **HOLD** until further notice. An e-mail and/or voicemail message (preferably both) should be left with the P-Card Administrator to let her know the bank has been contacted.

If the card cannot be located, or is confirmed stolen, it will be cancelled.

A new card will then be issued to the cardholder. A card that is subsequently found by the Cardholder after being reported lost must be personally delivered to the Procurement Card Administrator. If the card has been replaced, it will be destroyed. **No Procurement Card should ever be delivered via courier mail.**

7.15.13 Cardholder Separation

Prior to separation from Guilford County School System, the Cardholder will surrender the procurement card to the Administrator.

7.16 Uniform Guidance Procurement Guidelines

The purpose of these instructions is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

7.16.1 Guidelines

A. Application of Guidelines. This guideline applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of these guidelines also apply to any sub recipient of the funds. All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance)

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codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Guilford County Schools (GCS) will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should GCS have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

7.16.2 General Procurement Standards and Procedures

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this section of the guidelines.

- A. Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and

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all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.

- C. Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a “Not to Exceed” amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.
- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and **minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this guideline.**
- I. Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.

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- J. Cost Estimate.** For all procurements costing \$250,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced under the policy section, letter c.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded based on a geographic preference.

7.16.3 Specific Procurement Procedures

The Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts (except for A/E professional services) and Purchase Contracts costing less than \$10,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:**
 - 1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is fair and reasonable.
 - 2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts (except for A/E professional services) and Purchase Contracts costing \$10,000 up to \$90,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:**

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1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 3. Cost or price analysis is not required prior to soliciting bids.
 4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts (except for A/E professional services) and Purchase Contracts costing \$90,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids.
 2. Complete specifications or purchase description must be made available to all bidders.
 3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 4. **Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.**
 5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received to open all bids.
 6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”

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D.

Service Contracts (except for A/E professional services) costing \$250,000 and above may be procured using the Uniform Guidance “competitive proposal” procedure (2

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C.F.R. § 200.320(d) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
2. **Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.**
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with the most advantageous proposal considering price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

E.

Construction and repair contracts costing less than \$10,000 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts costing \$10,000 up to \$250,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.

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5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G.

Construction and repair contracts costing \$250,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publicly advertise the bid solicitation for a period sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. **Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.**
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

- H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and

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reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”

4. **Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.**
 5. Open the bids at the public bid opening on the date, time, and at the location listed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received to open all bids.
 6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 7. Award the contract on a firm fixed-price basis.
 8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”
- I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
 2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
 3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- J. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. **Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.**
 3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
 4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.

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5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
 6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- K. Contracts for Architectural and Engineering Services costing \$250,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:
1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. **Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.**
 3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
 4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
 5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
 6. Consider all responses to the publicized RFQ to the maximum extent practical.
 7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
 8. Price cannot be a factor in the initial selection of the most qualified firm.
 9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
 10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

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7.16.4 Exceptions

Non-competitive contracts are allowed *only* under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

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- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

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8.0 School Nutrition

8.1 School Nutrition Services Vision, Mission, Goals and Creed

8.1.1 Mission

Through actions of integrity, teamwork, and excellence, School Nutrition Services team members commit to providing to all students nutritious meals in pleasant eating environments at affordable prices.

8.1.2 Goals

1. Maintain High Quality of Service
2. Maintain High Degree of Nutritional Integrity
3. Maintain Healthy Financial Viability
4. Promote Nutrition Education
5. Expand Community Outreach and Partnerships
6. Assess and Plan

8.2 Benefits of School Meal Programs

8.2.1 School Meal Benefits

The National Education Goals emphasize the need to prepare children for the classroom. When the United States House Education and Labor Committee looked at the relationship between nutrition and learning, it concluded “that children who receive food supplements are better able to handle complex tasks, are more attentive in school, participate more in class, and are more likely to ask questions.”

Studies of the effectiveness of school meal programs by the United States General Accounting Office and the Department of Agriculture have shown consistently that the school lunch program improves the nutritional status of school children from all income groups. Recent studies of the School Breakfast Program indicate that this program plays a major role in improving educational achievement and students’ overall attitude toward school.

Breakfast Helps Students Learn

- Hunger hampers a child’s ability to learn and often leads to nervousness, irritability, disinterest in the learning situation, and the inability to concentrate.
- Studies show that skipping breakfast impairs a child’s school performance in the morning. Students who begin the school day hungry are not getting an equal opportunity at education.
- Mild under-nutrition can lead to an increased risk of infections, causing more frequent and more severe illnesses.
- School breakfast program participation by low-income students is associated with significant improvement in:
 - Standardized achievement test scores

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Tardiness rates
Trend toward improvement in absenteeism

8.2.2 School Meals Improve Students' Nutritional Status

- All meals served at school meet meal patterns established by the U.S. Department of Agriculture.
- Menus are planned following the U.S. Dietary Guidelines.
- Students participating in school meal programs, regardless of their families' income, have better nutrition intakes than those who do not participate.
- School meals help fight childhood hunger and enhance the long-term health of Americans.
- Modified meals can be prepared for students with special dietary needs or handicaps.

8.2.3 Nutrition Education

- Students report through surveys that school is their main source of nutrition information.
- Offering a wide variety of nutritious menu items helps students learn to make healthy food choices and provides opportunities to taste unfamiliar foods.

8.2.4 School Nutrition Assists Parents

- School meals serve as a convenient, affordable means for students to obtain the energy and nutrition needed to do well in school.

8.3 Cafeteria Computers

8.3.1 Computers

School Nutrition Services has computerized cashier service and management functions in all school cafeterias. Computers are used to track sales and student eligibility status as well as to transmit daily sales (Point-of-Sale), purchasing and inventory data to the Central Office.

8.3.2 Point-of-Sale

All school cafeterias have a point-of-sale computer system that uses MealsPlus Software. This computer system allows the cafeteria to track each student's eligibility status, prepaid monies, meal and a la carte purchases.

Each student has a student ID number assigned by PowerSchool. The meal ID number has no relationship to the student's meal eligibility status. Students keep the same number as long as they are in Guilford County Schools. The MealsPlus system allows the cafeteria to serve students who qualify for free, reduced price or paid meals without revealing the payment status. Parents may also deposit any amount of money desired into their child's meal account. The money can be used for breakfast, lunch or a la carte purchases. Principals, teachers and other school staff members are encouraged to set up pre-paid accounts at the school. Prepayments may also be

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made using a credit card by going to the GCS website and using the “k12paymentcenter.com” link.

The MealsPlus system dramatically improves the tracking of free, reduced price and paid meals as well as adult, school foodservice and supplemental sales. This data is transferred to the central office and used to generate detailed management and government reports.

8.4 Delayed School Opening and Early School Closing

8.4.1 Delayed School Opening

If school opening is delayed, breakfast will be served unless otherwise directed by the principal. Breakfast will be served to any student that would like a meal.

Lunch will be served at the regular time unless the principal determines that the lunch schedule needs to be adjusted. The cafeteria manager should be notified of the schedule change as soon as the decision is made.

8.4.2 Early School Closing

When cafeteria managers are notified by School Nutrition or school administrators that school may be closed early the managers will plan accordingly. The managers will determine what meal the cafeteria staff can prepare and serve most quickly and the cafeteria staff will begin preparing the meal.

The manager will notify the principal that the cafeteria staff is preparing a modified lunch. The principal should notify the manager as to what time lunch is to be served as soon as the decision is made.

The principal will decide when lunch will be served.

If there is an extreme emergency and students are released before lunch can be served the manager and principal will insure that students who need to eat are fed.

8.5 Dining Room Cleaning, Furniture and Supervision

8.5.1 Cleaning by School Nutrition Staff

School Nutrition staff members will clean food and daily meal debris from dining room tables and chairs each morning after breakfast, each afternoon after lunch and at other times according to available staff during meals. Students are allowed to wipe tables during lunch with soapy water and paper disposable towels. The cafeteria staff will sanitize tables each day. Per the health code, microwave ovens in the dining room must be cleaned daily by school staff.

8.5.2 Cleaning by Custodial Staff

All other daily cleaning in the dining room (emptying dining room trash containers, putting chairs on tables, cleaning floors, walls, windows, trash containers, etc.) will be performed by the

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custodial staff. The custodial staff will perform heavy cleaning of dining room tables and chairs. Custodians should avoid bringing trash bags through the kitchen on the way to the dumpster.

8.5.3 Furniture Replacement

Dining room furniture is not purchased from School Nutrition Funds. Principals desiring to use school Capital Outlay Funds to purchase furniture may do so.

8.5.4 Furniture Repair

Furniture repair requests should be submitted to carpentry staff via the Archibus work order system

8.5.5 Dining Room Supervision

School Nutrition staff members **are not responsible** for student supervision or discipline.

The principal should assign dining room and cafeteria serving line supervision to a staff member that can maintain an inviting dining atmosphere. The staff member should also maintain the level of order desired by the principal and take steps needed to minimize theft. The principal, the designated staff member and the cafeteria manager should work together to ensure a safe and inviting dining room so that hungry students have ample opportunity to eat.

8.6 Field Trip Meals

8.6.1 Cafeteria Provides Economical Field Trip Meals

- Approximately 60% of Guilford County school students are eligible to receive Free or Reduced Price Meals.
- Many other students come from homes with limited incomes.
- Field trip expenses plus the cost of lunch in a fast food restaurant can place an unnecessary burden on parents.
- Preparation of field trip meals helps maintain financial viability of cafeteria when students are away.

8.6.2 Cost of Meals

- Students who are eligible to receive free meals can receive the field trip meal at no cost.
- Students who are eligible to receive reduced price meals are also at no cost.
- Students who are in the paid category pay the regular lunch price.

8.6.3 Cafeteria Meals Are Convenient

- Many families have one or both parents working.
- Many working parents appreciate the convenience of having the cafeteria pack their child's meal.
- Field trip meals are packed in returnable coolers and consist of:

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Turkey and cheese sandwich or similar cold sandwich with condiments, fresh fruit and vegetables, and milk.

8.6.4 Teachers: Notify Parents and Cafeteria Manager of Field Trip Meals

Classroom teachers should notify parents that meals are available from the cafeteria when the field trip permission form is sent to parent.

1. All students, not just students eligible to receive free or reduced price meals, should be invited to order field trip meals from the cafeteria.
2. The cafeteria manager will be aware of field trips and know the approximate number of meals needed through the Travel Tracker system. This information is needed at least two weeks in advance of the trip in order to give the manager sufficient time to order and receive the food and supplies needed to prepare the meals.
3. During testing, principals should inform cafeteria managers of any menu change requests two weeks prior to the testing days.
4. Cafeterias do not always have sandwich items and “to go” paper products on hand.

8.7 Free and Reduced Price Meal Program: Applications

8.7.1 Applications Will Be Distributed to Each Student at School

Free and Reduced Price Meal Program applications are to be given on the first day of school to every Guilford County Schools’ student enrolled in a school that is not designated as a Community Eligibility Provision school. Parents are asked to send these applications back to the school cafeteria manager. Please do not hold them in the office. Send them directly to the manager on the same day. Applications are also available to complete and submit online at lunchapplication.com.

8.7.2 Household Applications

The school district uses household applications rather than individual student applications. Parents need only complete one application for all children attending school.

8.7.3 Households Must Apply for Benefits Each Year

- Households must submit a new application and be approved for benefits each school year.
- Students are eligible to receive the same meal benefits they received at the end of the previous school year for the first 30 school days or a new application is approved prior to the end of 30 days. After the first 30 days of the school year, students must pay for meals if they have not submitted a new application and been approved to receive meal benefits.
- Students that were not approved the prior year must pay for the meals unless an application has been submitted and processed. Temporary approval can be given by the school cafeteria manager.
- Households may apply for meal benefits at anytime during the school year.

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- Schools cannot require all students enrolled to fill out an application whether or not they may qualify.

8.7.4 Principal's Responsibilities

1. Distribute applications to all students.
2. Assit with an application for a student who needs benefits when the family is unable to complete the application.
3. Appoint a contact person to work with the cafeteria manager to ensure that all students who need meal assistance apply for and receive meal benefits.
4. E-mail the cafeteria manager when students transfer out of the school or are new to the school.

8.8 Free and Reduced Price Meal Program

8.8.1 Direct Cerification

Public Law 101-147, enacted in 1989, allows schools to communicate directly with local welfare agencies to identify school-aged children who are receiving Food Stamps or Work First Cash Assistance.

- These students are automatically eligible to receive free meals at school without their family having to complete a Free and Reduced Price Meal Program Application.
- Parents whose students were approved to receive free meals based on Department of Social Services files receive notification letters stating that they do not need to submit an application. Not all students in a household may be identified or qualified by the Dept. of Social Services.
- Direct Certification is conducted in July of each year. The names of students approved through Direct Certification are listed on the appropriate school's Free and Reduced Roster just as if an application had been entered for the student.

8.8.2 Confidentiality of Application Information and Student Eligibility

Federal regulations require school officials to use the information submitted by parents on the application only to decide if students are eligible to receive free or reduced price meals or other statewide health and education program benefits.

- Only school officials that have completed the SNS Memorandum of Agreement through the North Carolina Department of Public Instruction may have access to individual student information. Contact SNS Director for more information.
- Parents may contact School Nutrition Services if they need a copy of a student's Free or Reduced Price Meal eligibility notification letter in order to qualify their child to receive other benefits.

8.8.3 Verification of Income

School Nutrition Services is required by the Federal government to verify the income reported by households on a sample of approved Free and Reduced Price meal applications.

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- The focused Sample Method is used to select households whose income is to be verified. This method chooses applications from households whose income is closest to an income eligibility cut-off.
- In addition, applications with questionable income may also be selected.
- Principals may request that specific households be selected for income verification if they have reason to believe that the household has not submitted correct income information.

8.9 Meal Prices

Breakfast	<u>Paid</u>	<u>Reduced</u>
Student (K-12)	\$1.00	\$.00
Adult	A la carte	
Lunch Prices	<u>Paid</u>	<u>Reduced</u>
Student (K- 12)	\$2.85	\$.00
Adult	A la carte	

8.10 Meal Payment: Prepayment and Refunds

8.10.1 Meal Payment

- Customers may pay for meals in advance or as they go through the serving line.
- Federal regulations require School Nutrition Services to document that all student meals meet USDA meal patterns and that each cashier has properly recorded the student's payment and eligibility status.
- In order to meet federal regulations, the cashier must visually verify that the student's meal selection meets USDA meal pattern requirements before recording the student's purchase. When breakfast is served in the classroom, the teacher should ensure that the roster is checked for all students present and that each student takes a complete breakfast.

8.10.2 Prepayment

Students and school staff are encouraged to pay for meals in advance. The School Nutrition Services computerized cashier service allows prepayment in any account.

- Prepayment may be made for a week, month, semester, entire school year or a specific dollar amount.
- Prepayment monies may be used to purchase breakfast, lunch or a la carte items.
- Checks should be written to the name of the school cafeteria.
- Parents should write the child's name and ID number on the checks.
- Parents may use the option of prepayment with credit cards by accessing www.k12paymentcenter.com

8.10.3 Prepayment Refunds

Refunds of prepaid money can be requested by the parent or cafeteria manager at any time.

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- If a student transfers to another school in the Guilford County school district, the prepayment balance will be transferred to the new school's cafeteria account.
- If a student with a prepayment balance moves outside the school district, a refund check will be issued by School Nutrition Services at the parent's request.
- All refunds are issued in check form by School Nutrition Services Central Office.

8.11 Meal Payment : Checks and Charged Meals

8.11.1 Checks

Customers are discouraged from writing checks to the cafeteria for less than \$2.85.

- Checks will only be accepted for payment. Cash receipts will not be used to "cash" checks.

8.11.2 Insufficient Funds Checks

- A company hired by Guilford County Schools will collect funds for non-sufficient checks and a \$25.00 service fee will be charged for all non-sufficient funds check.
- If a parent has an outstanding insufficient funds check, no further checks will be accepted by School Nutrition until the check and fee have been paid.

8.11.3 Charge Policy

"It is the Guilford County Schools' belief that students learn better when they are well fed. Hunger can lead to nervousness, irritability, disinterest in the learning situation and a shortened attention span. Therefore, no student will be deprived a meal because the student did not have his/her meal money. A student's parent(s) or guardian(s) will be responsible for repaying School Nutrition Services (SNS) for all charged meals. Further, Federal policy (FNS Instruction 791-1) prohibits the withholding of meals and milk from a child as a form of discipline/punishment. There will be no charging of meals or a la carte sales adults."

8.11.4 Charge Meal Procedure

The amount that may be charged for school meals will be limited to \$19.25. Letters will be sent home to parents and guardians when a balance is due. Payment is due within five days of notification. When charges reach \$19.25, students will be served an alternative "complimentary" meal until the balance is paid. An alternative meal for breakfast is fruit and water and lunch consists of four fruits or vegetables, bread and water. A call will be placed to the parent or guardian to inform them of the charge and calls will continue until the charges are paid. After a student receives five alternative breakfasts or lunches, the school nutrition manager will advise the principal. The school counselor, social worker or ESL teacher will make contact with the parent or guardian. At the end of each day, the school nutrition manager will generate a report of the charges and determine which students have reached the limit and are to receive alternative meals. The report will be provided to teachers the next day. If a student who should receive an alternative meal is served a regular breakfast or lunch, the cost of the meal will be added to the student's outstanding charged meal balance.

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8.12 Meal Schedules

8.12.1 Principal Sets Schedules

The principal is responsible for setting the breakfast and lunch meal schedules.

Attention should be given to ensure that students are able to move through the serving line without being rushed and that the dining room seating is continually used. (Please see GCS Wellness Policy)

8.12.2 Principals Must Consider Impact of Schedule on School Nutrition Services Budget

While one or two short breaks are helpful to the cafeteria staff, many shorts breaks or long breaks only add to labor cost without enabling the staff to serve students better or to complete any kitchen duties.

School Nutrition Services must closely monitor labor cost at each school in order to operate within the revenues generated. Even short “down periods” are costly when viewed on a system wide basis.

The principal should contact School Nutrition Services if assistance is needed in serving students in a timely manner.

8.13 National School Breakfast Program

8.13.1 School Breakfast Helps Students Learn

- Hunger hampers a child’s ability to learn and often leads to nervousness, irritability, disinterest in the learning situation, and inability to concentrate.
- Studies show that skipping breakfast impairs a child’s school performance in the morning. Students who begin the school day hungry are not getting an equal opportunity at education.
- Mild under-nutrition can lead to an increased risk of infections, causing more frequent and more severe illnesses.
- School breakfast program participation by low-income students is associated with significant improvement in standardized achievement test scores, tardiness rates and a trend toward improvement in absenteeism.

8.13.2 Breakfast Schedules

Principals should report problems to the cafeteria manager and/or School Nutrition Services. School Nutrition Services will work with the principal to cause the breakfast program to fit smoothly into the school schedule.

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8.14 Breakfast Offer vs. Serve Provision

The federal government allows students to leave off one breakfast meal component and still pay the breakfast price, or receive the meal at the free or reduced price.

8.14.1 The Four Breakfast Meal Components are:

- 2 Bread Servings- The two servings are normally served as one item such as a two-ounce enriched french toast, waffles, biscuit or cereal.
- Fruit, vegetable or 100% juice
- Milk: 1% , Skim, Fat-Free Chocolate

8.14.2 Breakfast Cycle Menu

The breakfast menu is a two-week cycle menu, which features a hot item or a cold option such as cereal or yogurt. Chilled fruits, 100% fruit juices, and a variety of milks are offered each day.

8.15 National School Lunch Program

The National School Lunch Program was created by Congress in 1946 as “...a measure of national security, to safeguard the health and well-being of the Nation’s children, and to encourage the domestic consumption of nutritious agriculture commodities and other food...”

Studies of the program’s effectiveness by the United States General Accounting Office and the Department of Agriculture have shown consistently that the school lunch program improves the nutritional status of school children from all income groups.

The National Education Goals emphasize the need to prepare children for the classroom. When the United States House Education and Labor Committee looked at the relationship between nutrition and learning, it concluded “that children who receive food supplements are better able to handle complex tasks, are more attentive in school, participate more in class, and are more likely to ask questions.”

8.15.1 Nutritional Quality of School Meals

- Student lunch menus are planned by the School Nutrition staff Registered Dietitian to provide at least one third of the daily Recommended Dietary Allowances for nutrients.
- U.S. Dietary Guidelines are followed to reduce salt, fat and sugar intake.
- A wide variety of nutritious meal choices are offered each day.
- A la Carte items are available for students who desire the extra food needed by many growing children. All food and beverages are USDA smart snack approved.

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8.16 Elementary School Menus

School Nutrition Services provides monthly menus on the Guilford County Schools website. Menus are also available via mobile app.

8.16.1 Meal Choices

The school cafeteria offers a variety of delicious meal choices each day. At lunch, students may choose a protein, bread, fruits, vegetables, and milk.

8.17 National School Lunch Program

8.17.1 Lunch-Offer vs. Serve Provision

- The federal government allows students to choose three to five lunch meal components including at least a ½ cup of fruit and a ½ cup of vegetables and still pay the lunch price, or receive the meal at the free or reduced price.
- If a student does not wish to eat a food item, the student may request the server to leave the item off the tray.
- The five lunch components are:
 1. Meat, Fish, Cheese, Eggs, Beans, Peanut Butter, Yogurt
 2. Fresh or Cooked Vegetable
 3. Fresh, Frozen, or Canned Fruit
 4. Bread, Breading, Crackers, Pasta, or Roll
 5. Milk: 1 %, Skim, Fat-Free Chocolate

The meat and bread components may be served together such as Pizza, Hotdog on Bun, Taco, Corndog or Sandwich.

8.17.2 Lunch Cycle Menu

- Elementary, Middle and High Schools will follow a two week cycle menu which features a variety of student-popular food choices.
- Menus are planned to be lunch meals rather than heavier dinner meals.
- All menus provide meal choices from which students can obtain one third of their daily nutritional requirements.

8.18 Nutrition Education Resources

8.18.1 Education Resources

School Nutrition Services has access to many current resources that teachers and parents can use to integrate nutrition lessons into classroom, cafeteria and community activities.

Some reliable sources of nutrition-related information are:

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American Cancer Society, NC Division
11 S. Boylan Ave.
Raleigh, NC 27603
919-834-9827

Academy of Nutrition & Dietetics
216 W. Jackson Blvd., Suite 800
Chicago, IL 60606-6995
1-800-877-1600

School Nutrition Association
1600 Duke St., 7th Floor
Alexandria, VA 22314
1-800-877-8822

Center for Science in the Public Interest
1501 16th St., NW
Washington, DC 20036
202-332-9110

Consumer Information Center
Department 159-Y
Pueblo, CO 81009

Food and Nutrition Information Center
National Agriculture Library, USDA
10301 Baltimore Blvd., Room 304
Beltsville, MD 20705
301-504-5719

International Food Information Council
1100 Connecticut Ave., NW, Suite 430
Washington, DC 20036
202-296-6450

United Fresh Fruit and Vegetable Assoc.
727 North Washington St.
Alexandria, VA 22314
703-836-3410

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8.18.2 Internet Sites

nutritionnc.com

<http://www.dole5aday.com>

Dole Fresh Fruit and Vegetables

<http://www.eatright.org>

<http://schoolnutrition.org/home.aspx>

<http://www.healthychoices.org>

[www://dccpc.nci.nih.gov/5aday](http://www.dccpc.nci.nih.gov/5aday)

NCI "5-A-Day" On-line

<http://www.nal.usda.gov>

USDA Food and Nutrition Information Center

<http://www.pueblo.gsa.gov/>

Consumer Information Center

<http://www.eatsmartmovemorenc.com/>

8.18.3 Nutrition Education and Training Program

The Nutrition Education and Training Program (NET) coordinated by the Department of Health and Human Services Division of Maternal and Child Health is an excellent resource. The NET Lending Library loans resources, free of charge, to anyone working with children in North Carolina. Current nutrition education resources for use in the classroom, cafeteria and community include audiovisuals, computer programs, games, curricular guides, textbooks, children's books, etc. A minimum of 10 days advance notice is required; resources may be kept up to four weeks. Users must pay the return postage. For a catalogue, call the NET Program in Raleigh at 919-715-4306.

8.18.4 Speakers

Central office staff members are available to provide classroom presentations on nutrition. After lunch, cafeteria managers and central office staff may also give kitchen tours, make classroom visits, assist with nutrition bulletin boards, hold food-tasting sessions, or include students in menu planning.

8.19 Team Nutrition Schools

Team Nutrition is USDA's tool for improving the health of children.

- Guilford County School Nutrition Services supports this nationwide plan to continuously improve school meals, and promote the health and education of children. Ultimately, this effort will involve 50 million children in 94,000 schools nationwide.
- The goal of Team Nutrition is to empower schools to serve meals that meet the Dietary Guidelines for Americans, and to motivate children in grades K-12 to make food choices for a healthy diet.
- USDA plans to meet its ambitious goal through extensive public-private partnerships to provide resources that touch all areas of children's lives (school, home, community). Partnerships with Scholastic, Inc. and the Walt Disney Company have

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- yielded top quality results. **Team Nutrition's** age-specific materials (nutrition curricula, children's magazines, parent guides, posters, videos) are offered at no charge to schools who apply to be a **Team Nutrition** School.
- USDA provides technical assistance and training which supports school food service personnel efforts. Assistance includes new "kid-pleasing", taste-tested recipes.
- USDA also provides Nutrition Education (**Team Nutrition**) materials designed for schools, media, home and community.
- USDA promotes a team approach among parents, educators, and food service professionals.

For further information, contact the School Nutrition Services office.

8.20 Snacks

- School Nutrition Services can provide snacks both during school and for after school programs sponsored by the school district.
- Federal funds are available to provide after-school snacks at no cost to students attending schools where 50% or more of the students receive free or reduced price meals.
- Federal funds may also be available to cover a portion of the cost of snacks at other schools.
- Snacks are also provided for ACES programs.
- Principals should contact their cafeteria manager for information concerning a snack program afterschool.

8.21 Special Dietary Needs

8.21.1 School Nutrition Services Registered Dietitian

The Registered Dietitian can assist teachers, parents and students who need information to make proper food choices due to allergies or illness.

8.21.2 Meat Sources

Information about meat sources can also be obtained from the department. Entrees which contain pork are noted on the lunch menus.

8.21.3 Medical or Special Dietary Needs

USDA allows National School Lunch and School Breakfast meal pattern exceptions or substitutions to be made in certain cases. The request for the exception must be made on the Diet Order Form (AS-71). The exception must be renewed each school year.

Food substitutions for students are made on a case-by-case basis if a child is unable to consume the required food because of medical or other special dietary needs. Example:

A child with lactose intolerance may receive a substitute in place of the milk requirement.

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Substitutions for students with disabilities, where a physician or designated school official certifies the disability, substitutions must be made by School Nutrition Services when a student's disability restricts their diet. All exceptions must be supported by a written statement from a recognized medical authority on the Diet Order Form (AS-71).

The Diet Order Form is available on the Guilford County Schools website or contact the Nutrition Services office for assistance.

8.21.4 Exceptions for Religious, Ethnic, or Economic Needs

Food and Nutrition Services (FNS), the Federal agency that regulates National School Lunch and Breakfast programs, may approve variations in the food components of meals on an experimental or continuing basis in any school where there is evidence that such variations are nutritionally sound and are necessary to meet religious, ethnic, or economic needs. These exceptions must be granted by FNS, U.S. Department of Agriculture, Washington, D.C.

8.22 Use of Disposables in School Cafeterias and Recycling

8.22.1 Use of Disposables

The Guilford County Schools must balance the use of several resources in its School Nutrition program. Using disposable dishware enables the school system to effectively balance the demands on these interrelated resources.

8.22.2 Space

- Most cafeterias are original buildings, even if the school has been renovated; the food production area usually has not been changed.
- The types of food prepared today are very different from the types the cafeteria was designed to prepare. Today, many foods are frozen; therefore additional freezer space is needed. Cafeteria space must be used to house freezer units.
- Many schools were also built with small dry storage areas; existing cafeteria space has been reallocated for storage.
- School populations have grown and class meal times have been shortened. Schools have had to add additional serving lines, again in existing space.
- Cafeteria managers have more record keeping and supervisory requirements. Most cafeterias were built without a manager's office. Offices have been added in existing spaces.
- In many schools, the only optional space the school system could reallocate for these needs was the space.

8.22.3 Water Treatment Systems

- Many schools in the county area have their own water treatment systems. These systems are harmed by fats and oils, detergents, rapid, large influxes of hot water, and food particles. Dish machines add all of these harmful ingredients to the school's water system.

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- In addition, because of student enrollments, which are much greater than when the water treatment system was installed, and more stringent state water standards, some schools' water treatment systems are overburdened.

8.22.4 Good Health

- Permanent dishware must be handled and cleaned properly in order to prevent germs from being passed from one user to the next user.
- Studies have shown that the harmful bacteria count on reusable dishes is much higher than the count on paper dishware. The count on polystyrene dishware is even lower. Studies of day care centers that used permanent dishes vs. disposable dishes showed that the centers that used disposables had fewer illnesses.
- The Guilford County Health Department has commended the school system for using disposable rather than reusable dishes. The chance of spreading food borne illnesses, viruses, and germs is decreased when disposables are used.

8.22.5 Money

- Cost is an important factor in the school system's decision to use disposable dishes.
- The school system does not have the funds to add the physical space, water treatment systems, dish machines and personnel needed to use permanent dishes in every school.

8.22.6 Recycling Polystyrene

Guilford County does not have access to a cost-effective means of recycling polystyrene.

8.23 Use of Kitchen Facilities and Personnel

Use of Kitchen Facilities by School and Outside Groups: Follow Board of Education Policy KG

- A School Nutrition employee must supervise the kitchen if any group uses the kitchen to prepare or serve food.
- Use of kitchen equipment without proper supervision by an approved GCS employee will not be permitted.
- In cases where little or no kitchen equipment will be needed, the principal may request permission to appoint a designee to supervise use of the kitchen. The principal must submit the Request to Appoint Kitchen Use Designee (Form AS-81) to the School Nutrition Services Director.
- Principals submitting a request to use the kitchen facility to Community Services must submit the following along with the Community Use of Facilities Application (AS-1):
 - Agreement for Extended Employment Form (AS-15) for SNS employee to oversee the use of the kitchen.
 - Payment for the anticipated number of hours to be worked by the SNS employee (minimum of two hours).
 - Payment for use of kitchen, if applicable.
 - Request to Appoint Kitchen Use Designee (Form AS-81) approved by the SNS Director.

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8.24 Payment to School Nutrition Services Employee

- The School Nutrition employee must record the time worked for the organization on a separate time sheet. The time sheet must be submitted to the school principal/designee to be processed with the renal agreement.
- School Nutrition Services cannot pay the employee until the organization has paid its fee to the Guilford County Schools Board of Education.
- After the maintenance designee has verified that fees have been paid, the employee's time will be reported to payroll.
- Payroll will pay the employee for the hours worked (minimum of two hours) on the employee's next paycheck. Employees will be paid at their appropriate pay rate.
- Employees are not permitted to accept cash payment from the organization.

For more information, contact the SNS Staffing Coordinator.

8.25 Food and Beverage Sales by Groups Other than School Nutrition

8.25.1 Food and Beverage Sales by Groups Other than School Nutrition Services

All food and beverage sales at the school (except vending for adults only in the faculty lounge) prior to the end of the last lunch period must be conducted by School Nutrition Services. Receipt of any funds generated during the time before the last child is served lunch must be submitted to the Child Nutrition Program (G.S.115C-263, 16 N.C.A.C. 6H.0104(a(1)(A)(2005).) This includes school food raisers and food provided from an outside source.

8.25.2 Vending Machines Operated by Schools

- May only operate beginning 30 minutes after children have been dismissed for the day.
- Are not allowed in elementary schools (except faculty lounges.)
- Should follow district's wellness policy guidelines.

8.26 Recruitment of School Nutrition Services Employees

8.26.1 Employment Challenges

- School cafeterias have challenges, because most employees are only needed for four to five hours each day.
- Most cafeteria employees work between 9:00 am and 2:00 pm.

8.26.2 School Nutrition Services Office Selects New Employees

- The School Nutrition Services Staffing Coordinator screens applications, leads interviews and completes personnel paperwork for all School Nutrition Services substitute employees.
- Interviews are held regularly throughout the school year.

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- Applicants must complete a Guilford County Schools’ application in Applitrack before coming to an interview.
- Applicants can contact the School Nutrition Services office for more information.
- SNS cafeteria managers recommend SNS substitutes to become permanent employees after a substitute completes 2-8 weeks.
- SNS staffing coordinator submits recommendation to personnel and ensures that substitute employee’s status becomes permanent in a timely schedule.

8.26.3 Recruitment of Employees

- School Nutrition Services welcomes assistance in recruiting by current Guilford County School employees.
- Active retirees and parents who wish to work part-time on school days find cafeteria employment to be convenient.
- Principals who have part-time position vacancies can work with School Nutrition to identify applicants who wish to work two part-time positions to obtain more hours and benefits. Call the SNS Staffing Coordinator to share information about potential candidates.

8.27 Who To Call: School Nutrition Services Central Office Staff

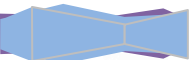
Staff Member	Office	Cell Phone	Area of Responsibility
Timothy Mertz	370-3257	430-0296	Director
Betty Ann Champion	370-3249		Free and Reduced Program
Aubrey Morrison	370-3250		Menus, Nutrition Education, Special Diets, Nutrition Advisory Councils, USDA Team Nutrition
Spencer Brown	370-3254	215-3873	SNS Purchasing, Maintenance, Product Tests, Vending Machines
Jennifer McMurtrie	370-3225	215-2107	Staffing Coordinator
Debbie Wrenn	370-3259		SNS Finances
Joyce Joyner	370-3260	669-7063	Assigned Cafeterias
B.J. Long	370-3261	215-9062	Assigned Cafeterias (Catering)
Velma Smith	370-3265	215-7178	Assigned Cafeterias
Adnan Raja	370-3301	601-4702	Assigned Cafeterias
Kim Best	370-3300	601-4393	Assigned Cafeterias

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Staff Member	Office	Cell Phone	Area of Responsibility
Yolanda Vereen	370-3263	669-2567	Assigned Cafeterias
Dianne McLaughlin	370-3264	215-4110	Assigned Cafeterias
Theresa Heck	370-3256		Administrative Technician
Dorothy Warnock	370-3258		Administrative Technician
Jaclyn Walz	370-3253		Administrative Technician
Angie Wiggins	370-8356		Administrative Technician
Mary Drumwright	370-3252		Administrative Technician



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9.0 **Textbooks**

9.1 **Ordering and Maintaining**

The purpose of this procedure is to outline the steps for ordering, maintaining and inventorying textbooks. All orders for textbooks must be placed by the school textbook coordinator.

Textbook coordinators at each school should periodically review enrollments. This is particularly important at the middle and high school levels since enrollments by course continue all summer. The number of students enrolled by course should be reviewed frequently during the summer to determine whether enough books have been ordered.

9.1.1 New Adoption Textbooks –On State Adoption List

Each October the State Board of Education adopts the list of materials approved for use in the North Carolina Public Schools. Local textbook selection committees then begin the process of choosing the materials which best suit the needs of their students. In December of each year, the designated Instructional committee will issue information to each school and the central textbook office on what materials have been adopted for use in Guilford County Schools.

Textbook coordinators at each school will submit textbook orders on the Textbook Order Form (FIN-F010). The due date for these orders each year is February 1st. **Orders for Teacher Editions or resource materials must be received with the original textbook order.**

The Textbook Office will consolidate textbook orders received and place orders with the North Carolina Department of Public Instruction, Textbook Services. When textbooks are received by the Textbook Office, they are checked in, repackaged per school order and delivered to each school. When new textbooks are received at the schools, **do not write or stamp in them until you issue the books to students.** Extra books cannot be returned to Textbook Services for credit if they show any marks, or signs of usage.

The first year of adoption for a title, is the only year publishers are required to send free materials to the schools. Please remember to order the number of Teacher Editions with the order for student books.

9.1.2 New Adoption Textbooks – Not on State Adoption List

Frequently Guilford County Schools will adopt a book not included in the state adoption list. Information on these decisions will be sent to schools in December of each school year. Each school textbook coordinator will submit orders for these titles to the textbook office by February 1st. **Orders for teacher editions or resource materials must be received with the original textbook order.** Teacher editions and resource materials will ship directly to the schools from the publishers.

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9.1.3 Ordering Books Going Off Contract

Orders for textbooks going off contract on June 30 of each school year, must be received in the Textbook Office by April 1st. All orders must receive special approval by the instructional area designee, if a school decides to continue using the books they have, instead of going with the new adoption.

9.1.4 Returning Books Going Off Contract

Submit a list of all new unmarked textbooks to be returned for credit to the Program Administrator/Textbooks by April 30th. All books to be returned must be packed in boxes, weight not to exceed 40 lbs. Call the Program Administrator/Textbooks to schedule pickup of these books. Books must be received by June 15th.

9.1.5 Replacement Textbooks

Textbook coordinators at each school must submit orders for replacement textbooks. All orders must be received in the Textbook Office by March 1st to insure that books are received in time for the opening of school.

9.2 School Inventory

A copy of each school's current inventory (from the records in the textbook office) will be mailed to each textbook coordinator in May for verification. Verified inventories are due in the Textbook Office by mid-June.

To ensure that you have a sufficient number of forms, make copies of all forms and reports BEFORE beginning. The information sent to each school consists of the following:

1. [Form FIN-F034](#) (State Lost/Damaged Textbooks)
2. Year End Book Inventory (including Teacher Editions)
3. Distribution Report (This report lists all books ordered for the next school year received to date and on order.)

Complete all forms and return with the lost/damaged textbook fees. Please **DO NOT** send cash. Submit one check per school, for the **total** lost/damaged fees collected. Make checks payable to Guilford County Schools and submit to the Textbook Office by mid-June.

1. **State Lost/Damaged Textbook Report** - On Form FIN-F034 use the first five (5) columns to report lost textbooks and the last two (2) columns to report textbook damage fees. Full price, as listed in the Textbook Catalog, is charged for lost books. Textbook damage fees are based on the condition of the returned book. The final charge is left to the discretion of the school.

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2. Year End Book Inventory - Read the following instructions carefully:

- a. Column (1) Bookcodes: The State Textbook Warehouse has converted to ISBN numbers instead of book codes. You will find both on the reports. Abbreviations used in this column are: T= Teacher Edition.
- b. Column (2) Title: Textbook Title.
- c. Column (3) Quantity in Data Base (On Hand): This column has been completed according to records maintained in the administrative textbook office.
- d. Column (4) Blank: Record only the books on hand in usable condition. This will represent your beginning balance for the next school year.

3. Distribution Report - This report is being sent for your information only.

All discarded books must be boxed (**not to exceed 40 lbs./box**) for pick-up and must be placed in a location that is easily accessible for loading. Contact the textbook office to schedule pick-up of discards. Please indicate the number of boxes and their location. In the past few years, we have allowed textbook buyers to go to all our schools to purchase/pickup books no longer on state or local adoption. We hope to continue this practice in the future.

It is critical that all the above deadlines are met to provide the best possible service to each school. Please keep in mind that **no textbooks will be stocked**. All requests for textbooks on state adoption will be placed with the North Carolina State Department of Public Instruction-Textbook Services. Orders for books adopted by Guilford County Schools, but not on the state adoption list, will be placed with the publishers.

9.3 Rebinding Current Textbooks

Each year we will send out an e-mail detailing the books which can be sent in for rebinding. Each site will send an e-mail to the textbook office stating the number of boxes of rebinds to be picked up from their site. Books will be picked up shortly after the last day for students. Books will be counted by title, packed up and delivered to the rebinder. Books will be received back from the rebinder in August and will be sorted and packed up for delivery to individual schools. A textbook can only be rebound a few times. If the books are returned by the rebinder as not rebindable, the school site will be called and given this information. If funds are available, new books can be purchased but will not be on hand for the opening of the new school year.