

BUSINESS OFFICE PROCEDURES

7/20/16

PAYROLL ITEMS

Timesheets:

- Employee numbers **must** be on time sheets and be correct. Please be sure subs **do not** use their Aesop number. NOTE: Employee Association staff, with the exception of bus drivers, should submit timesheets ONLY for time worked beyond their regular work hours.
- All timesheets **must** have an **employee number, budget code, and rate of pay, hours & dates worked, employee signature** and **supervisor signature** in order to be processed for payroll. Incomplete timesheets will be returned to the school.
- All **Pre-K time sheets** should be sent to **Deb Mahool** at the Administration Building first; not payroll.
- Although time sheets cannot be submitted until work is done – **you don't have to wait to the end of the week to send them to payroll (i.e., sub sheets).**
- Be very **specific** on time sheets when listing **workshop activities**; just having *Elementary Teacher*, for example, does not tell us which workshop was attended. This can be crucial in determining to which budget the expense should be charged.
- People should sign up for workshops on mylearningplan.com to insure proper processing.

Attendance:

- Any **worker's comp accident reports** and worker's comp **doctor's notes** should be sent to **Pat Poch** at HR.
- **Let Human Resources and Payroll know if someone resigns or isn't showing up for work! In addition, it is imperative that attendance be entered daily so that lost time can be processed by Hr and Payroll in a timely manner and no one is overpaid.**
- **Absence Forms and Attendance Update/Corrections should be submitted as follows:**

Education Support Professionals	⇒ Karen Barden
Teachers, Principals, Directors and Managerial/Confidential	⇒ Gladira Simms
Employee Association	⇒ Pat Poch

Itinerant staff absences should be recorded in WINCAP when possible. Otherwise, they should be reported to HR per the above list.

BUSINESS OFFICE ITEMS

Purchase Orders:

- All **out-of-town orders must** have **10% added for shipping**; unless it is part of a bid or you have something in writing from the vendor stating that there will be no shipping charges.
- Please be sure your order is **complete before signing** the receiving copy and sending it in for payment.
- **Supermarket vouchers must** be sent in with the **register receipts** – we cannot pay without them!
- Please be aware that **any item** with a unit cost of **\$500.00** or more **is considered equipment** and must be **paid from an equipment code**. Not all budget makers have an equipment code. If you are unsure, contact the business office. The reason for this is so that these items can be included in our inventory for insurance purposes.

Bidding:

- When ordering **like items or from the same vendor** in excess of **\$20,000** per year, items **must be bid**.
- If you **purchase from state contract** – you don't need to bid an item.
State contract website: www.ogs.ny.gov.
Click on “**Schools and Nonprofits**”, then “**Centralized Procurement**”, then “**Commodity Contracts.**”
- To find DCMO Bid Award or to search for a product go to: www.dcmoboces.com. click on “**Management**” Then “**Cooperative Purchasing.**” click on **BID AWARDS** to find a bid document. Login is bestwick and password is 114norwich. To search an item click on **Bid Item Look up** and click agree. User Name is bestwick and password is 114norwich. You can now type in an item to see if it is on a DCMO BID. Most frequently used Bid awards are also listed on the ICSD Website under Business Services.
- If the vendor is the **sole-source provider** for the item then you don't have to bid.

Accounts Payable:

- Please be sure to **indicate on the receiving copy of the PO if any price or shipping charge changes have been authorized by you to the vendor**. Accounts Payable has no way of knowing unless you **adjust the receiving copy accordingly and will pay the original PO amount**.
- Please **check in WinCap** if you are unsure of whether or not a PO has been paid **before re-sending** documents to the Accounts Payable department. If you need assistance with this please contact the Business Office.
- Reimbursement **receipts must be itemized** and **indicate the curricular purpose** of the expense if not readily apparent. Reimbursements must have an **approved PO prior** to purchase being made.

Technology:

- Purchase **requests** for any **technology items over \$100.00** should be sent to the Technology Department via the campus. The Technology Department will enter a PO. They will tag & inventory equipment. Then they notify the requester when the order has been received and is ready for pick up at

Help Desk. For those orders too big to pick up at Help Desk, they will be delivered to the school/building.

- **New instructional software requests** must be requested via the online form available through the ICSD website. <http://www.ithacacityschools.org/districtpage.cfm?pageid=547>

Miscellaneous:

- **Forward any cash or checks** to the Business Office **as soon as they are received**. Auditors require deposits be made within 3-5 days of receipt.
- Travel Authorities: see “[Requesting and Submitting Travel Authority](#)”