Service is our middle name!

The Souza Center houses the Superintendent, Curriculum & Instruction, Staff Development, Human Resources, Information Systems, Consolidated Projects & Migrant Education, Special Education and the Business Services Department.

The Business Services Department is comprised of Accounting and Budgeting, Food Services, Information Systems, Maintenance & Operations, Payroll, Purchasing, Student Data & Attendance Accounting, Transportation, and Warehousing. All these departments are working to serve the needs of the school sites and ultimately the needs of students.

In the Business Services Department, we . . .

- deposit the revenue received and allocate it to sites so that you can decide how best to use those funds to support and improve student achievement.
- verify that your site accounts for the students correctly, so we can bill the state for the revenue generated by those students.
- ensure that classrooms are cleaned, heated, lit and furnished so that staff and students can concentrate on learning.
- stock basic supplies so there are crayons, rulers, flags, balls, ruled paper and gold stars available to be delivered to your site, in most cases, within two days.
- make sure that your supplies are delivered on time, intact, and, whenever possible, at a discount.
- confirm that there is breakfast and lunch for every staff member and student and that it is ready on time, hot (or cold), healthy, and appealing so students are fed and ready to learn.
- make sure that there are busses at the right stops to get your students to school, that they run on schedule, and that crossing guards are available for those students that walk so that every student can arrive to school safely.
- calculate payroll accurately so that on that last day of the month, every employee at your site has a paycheck (in most cases, in their bank account before they arrive at work), that the check is calculated correctly, and that only the required and/or authorized deductions have been taken.

Business Services Department

Souza Student Support Center
708 S. Miller Street
Santa Maria, CA 93454

Phone: (805) 928-1783
Fax: (805) 346-8605

Updated 8/2/13
District Forms

The Warehouse continues to maintain District standard forms. Each site has a book of approved forms for their reference or duplication needs. Updates to this form book, revised forms or new forms will be distributed to sites by the Purchasing Department. The Souza Center book is located in the Purchasing Department. All District forms included in the book can be obtained by entering an Automatic Warehouse (AWH) requisition in Escape. Identify the form by number on the requisition form and submit for approval. Forms issued from the warehouse will be issued to your site at no cost by using the following account code:

\[ 01-0000-0000-7540-30000000000-FORM \]

In order to maintain sufficient forms stock inventory, all requests must be submitted on Escape for tracking purposes. At this time, all forms will be issued by warehouse staff and delivered to your site in packs of 25 each. As needs vary, these quantities may change.

For convenience, you may choose to print any form at your site or at the Souza Center self-serve Copy Center. Your budget will bear the cost of copies made. The Business Services Team is in the process of posting many of the commonly used forms as PDF “fillable forms” on the District website. They can be found on the website at the following link:


Records of inventory stock will be processed by the Purchasing Department. Each department that controls an official form continues to remain responsible for the cost of the forms in the warehouse. When a reorder is processed, it will continue to need budget approval and at that time the controller (of the form) may wish to review or update the form.

If you are the controller of a form and wish to revise your form prior to reordering or your department needs to add a form to the book and warehouse, a completed form requisition will be required. The requisition should only be made after the “Request to Attend Conference” form has been approved and a purchase order has been created for the expense. Alcoholic beverages are not reimbursable.

In December the Board approved new rates for District related travel.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$8.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$25.00</td>
</tr>
<tr>
<td>Daily Total</td>
<td>$45.00</td>
</tr>
<tr>
<td>Mileage Rate</td>
<td>$0.565</td>
</tr>
</tbody>
</table>

Receipts aren’t required if you are claiming the per diem reimbursement.

Excess reimbursements (those above the per diem amount) are available if approved by the individual’s supervisor. Detailed receipts are required. Detail should include date of purchase, restaurant, number of meals and beverages, tax and tip. Credit card voucher copies are unacceptable. Conference registration should only be made after the “Request to Attend Conference” form has been approved and a purchase order has been created for the expense. Alcoholic beverages are not reimbursable.

**Hotel reservations**

Hotel reservations should be made using the District’s travel cards. When you call for your reservation, make sure that the hotel gives you a price that includes all taxes and an estimate for parking. Once you have the estimate, enter the information into Escape with the last item description shown as “District Credit Card Needed.” Credit cards may be picked up after the requisition is approved. Employees should bring a signed purchase order with them to check out the credit card.

Once the requisition has been fully approved through Escape and the purchase order signed, the purchasing office will contact you with the information you need to complete your reservation. Please allow a week for this process.

When you check out of the hotel, make sure that you retain your receipt and give it to Mary Lou when you return the credit card. Should you need to cancel your reservations, make sure you do so within the hotel’s timeframe. Your budget will be responsible for any late cancellation costs.

**Car rental**

Car rental reservations should be made using the District’s travel cards. Use the information for the district’s discount found on the website.

**District credit card**

When you travel with the District credit card, it is to be used for the cost of lodging and parking only. If you are using a car rental, gas is also an allowable charge. Other allowable expenses can be reimbursed when you return based on a completed travel request form.

All travel information is detailed on the website: SMBSD > Business > Travel and Conference.
Items Donated to the District

General Donations

We are grateful for community, business and private donations to our school district. There is a procedure in place for any donated item to ensure its usefulness on behalf of students. The individual or company wishing to donate items to the district or a particular school, should start by writing a letter describing the donation. This should be sent to the Assistant Superintendent for Business Services to carry the offer to Cabinet for review. The letter should describe the:

- item(s)
- quantity
- age and condition of item(s)
- location where the item is being donated

Computer Equipment

Computer equipment must first be assessed by the IT department for compatibility with our systems before donation is accepted. This evaluation includes:

- age of the item
- compatibility of the technology
- ease or difficulty of bringing the item up to ‘standard’
- additional software needed, etc.

Cabinet will consider the offer, inquire further, request to inspect the items, and/or have staff notify the individual or group and provide instructions on where to bring the items. Delivery of donated items must be coordinated with the warehouse. Some days are better to receive items than others (Mondays are a heavy delivery day so its best to avoid Mondays). Whenever possible, site specific donations are honored. Though, once items are donated to the district, items become the property of the district and the district has discretion over their use.

A Few Exceptions

- We do not accept any item that was ‘brought in by staff’ and later suggested as a donation. These types of items are treated as personal.
- Some donations are not accepted because of lack of need or condition of items.
- Small items (classroom supplies, library books, etc.) of minimal value from your PTA, PTC, PTO, PTSA, Booster etc., need not follow this process. If in doubt, please contact the Business Office.
- After the donation and distribution of the items, the Superintendent’s office writes a letter of thank you and a description of how we put the donations to use. Annually, the Board also recognizes donations and support from the community.

You might be surprised to know that the district is not a charitable or non-profit organization. Therefore, we cannot provide donors with a 501(c)(3) number for their tax preparation. Donors should consult with their tax professional on the deductibility of items given to the school district.

Food Services / Catering

School Events with food should be planned with the board Wellness Policy (SMBSD BP 5030(b) in mind. Fifty percent (50%) of the food that is served/sold needs to be healthy–fruit, vegetables, whole grains, etc. Under the National School Lunch Program guidelines school sites are allowed four (4) fundraiser/events per year (after school hours). If you wish to serve ice cream, please order through Food Services to ensure it meets the guidelines outlined in the Wellness Policy. Call the food service office if you are interested in having any outside caterers to provide food and a list of approved vendors will be provided. This information is also available on the website at: SMBSD > Business > Purchasing > Catering

Copying & Printing, etc. - Easy as 1, 2, 3!

Today’s modern copiers have a variety of options to make your job and tasks easier: resizing, stapling, hole punching, collating, etc. will maximize efficiency and save time. The following guidelines will enhance copier reliability for all users. So, if you encounter a paper jam,

- follow the alerts on the copier screen. It will guide you to the sections that have jams.
- remove all paper (including small pieces) at each section.
- open and close doors and working parts gently.
- avoid pressing copier lids onto books as this can shatter the copier glass.

Site Copiers

The most convenient copier to use is the one at your site. All sites have at least one high speed copier so this copier should be your first choice. Proper use and care of copiers is vital to the longevity of the machine.

Copy Center at the Souza Center

On the second floor of the Souza Center, there are three copiers – two high speed copiers that scan, collate, duplex, staple and hole punch and one color copier. Login codes (tied to valid budget codes) are required for the use of these machines and all site administrators have these codes to share with their staff. Staff should come prepared with a login code to use the copiers.

We carry 20 lb (8 ½ x 11”) paper in standard colors of white, light blue, light green, pink, and yellow. Specialty paper (weights/colors) will need to be brought in with you. Whether you use paper provided or bring your own, the same per click charge applies. A computer in the room can be used to print directly from a file that you provide. The room also contains a paper cutter, paper jogger, binding machine and an automatic folding and inserting machine.

Folding Machine

An automatic folding machine is available at the Copy Center at the Souza Center for folding large quantities of paper. It’s able to accommodate most copy papers and letterheads. For the first-time user, please call the purchasing department at ext. 8175 for assistance.

Food Services / Catering

All outside printing requires the processing of a purchase order to the specific printing vendor. Enter either a specific vendor purchase order or an open purchase order depending on your site needs. You may find it helpful to create an open purchase order to a particular vendor to address any and all needs during the year. As a reminder, please track and monitor the balance on the open purchase order.

The Purchasing Department can assist you in obtaining prices for a particular printing job based on a sample you provide. A copy of the signed purchase order and your originals may then be taken to the local Office Depot to make your purchases.
Accident Reports

Student accident insurance

Student accident insurance is secondary to other medical insurance that a student may carry. Any time a student is injured and a SISC Student Accident Claim Form is provided to a parent, a copy of the form must be sent to Business Services. We require the top two sections of the form to be completed by site staff. The parent must complete the bottom section of the form and send directly to SISC to initiate a claim. Please note the date and time the form was provided to the parent on the upper right corner of the form and ask them to initial that they have received the form and instructions.

The Business Department will keep a copy as a record of the incident. The District will never automatically “cover the cost” because approval of a claim is determined only by SISC. Medical practitioners should not be instructed to bill the District directly.

Other non-student accidents (or damages)

For non-student accidents, the use of an ambulance is at the discretion of the injured individual or their family. SISC advises that “they should seek the type of medical attention that they would if the accident happened elsewhere.”

Claim for damages to Person or Property

Form should be requested, completed, and returned to Business Services for all non-student related accidents.

District vehicle accident claims

When an employee becomes involved in a vehicle-related accident, a Vehicle Accident Report Form is requested, completed, and returned to Business Services. The form will be forwarded to SISC for review.

Accounts Payable & Purchasing & Student Info

Our district’s board authorized signatories are Phil Alvarado, Matt Beecher and Denice Cora. Please send all contracts, with a brief note, to the Business Office for review and signing. Any individual, outside those authorized by the board, who signs a contract will incur personal responsibility for the terms of that contract.

Consultant Agreements

Consultant agreements are completed each year for each independent contractor, even if they provided services at your school in a previous year. Send all completed consultant agreements to Denice Cora in the Business Department for review two weeks before the date of the service. After the agreement has been reviewed and approved, it will be entered into Escape by Kathy Cornejo and will be electronically routed for the necessary approvals and a purchase order will be prepared.

The District at times reimburses employees for the cost of travel (hotel, meals, and mileage), but does not reimburse contractors. The quoted price for a contractor should include all costs for the service they are to render (supplies, materials, travel, etc.). This will help you manage your budget (with no surprises for late arriving bills).

After the service has been rendered, the consultant must submit an invoice to be paid. The invoice needs to have the name of the consultant (and/or business name), consultant address, dates of service, and amount due. Please review the invoice, approve it, note the purchase order number and forward to Accounts Payable for payment.

Warehouse, Ordering, etc.

Office Depot has next day delivery for most items on their online purchase system. For this reason many items have been removed from the warehouse.

Fundraising & Cash Receipts

Contact the Purchasing Department for information on how to set up an open purchase order for these types of orders. For orders received at your site, please sign the packing slip and send it in to Accounts Payable for prompt payment.

The District uses the purchase order process for budgetary control and the documentation of the authorization process. For these reasons, staff needs to follow the process for the audit trail to be intact. The Purchasing Department has the ability to purchase on-line or to process an ‘emergency’ purchase order within a few hours if necessary. Contact Purchasing if you find your site in this situation.

Aeries & Escape Training

Aeries training is available by calling Lisa O’Neil at ext. 8135. Escape training is available on an as-needed basis by calling the Purchasing Office at ext. 8175 or 8176.

All fundraising efforts should be pre-approved by the site administrator. Elementary schools utilize PTA/PTC/PTO for the collection, accounting, and banking of fundraising proceeds. Those proceeds may be donated back to your school. Junior high schools utilize student body accounts for fundraising. Teachers shouldn’t conduct ‘private’ fundraisers, hold cash or pay for expenses directly from cash. Be cognizant of the District’s Wellness Policy (BP 5030) when approving fundraising activities. Three-part receipts must be used for all fundraisers. The top copy should be given to the purchaser. The second copy should be placed with the cash. The third copy remains in the receipt book. Pre-numbered receipt books are available in the warehouse at no cost to your site. A staff member must be present at the event (bake sale, craft sale, book sale, etc.) to check for a receipt with the goods leaving (i.e., the Costco approach at checking receipts at the door). Therefore, all purchases should be checked to ensure a receipt is given. A sign should be posted at all fundraisers “Did You Get A Receipt?”

Receipts must be reconciled with cash and the beginning receipt number through the ending number must be accounted for. All deposits must be made within 24 hours. In the meantime, cash should be locked in your site’s safe. Business Services has a record of all combinations and a second key to the safe.

Your PTA/PTC/PTO should provide their own receipts. However, they may purchase them through the district and take advantage of the school discount. Any irregularities should be reported to the Assistant Superintendent for Business Services as soon as possible.

Bank Accounts

The authority to open a bank account in the name of the district, an individual school or a club within a school rests solely with the Governing Board (Ed Code Sec. 41015 et seq.). The use of the District’s federal ID number is limited and should not be used by parent organizations or staff members to open non-authorized bank accounts. PTA/PTC/PTO clubs should obtain their own federal ID numbers.