



Book	Policy Manual
Section	3000 Professional Staff
Title	JOB-RELATED EXPENSES
Code	po3440
Status	Active
Legal	M.C.L.A. 380.1254
Adopted	October 25, 1999

3440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.



Book	Administrative Guideline Manual
Section	3000 Professional Staff
Title	JOB-RELATED EXPENSES
Code	ag3440A
Status	Active
Legal	Approved 6/10/13
Adopted	August 1, 2004

#### 3440A - **JOB-RELATED EXPENSES**

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in this guideline. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

#### **Authorization**

- A. Travel within or outside the District is to be authorized by the supervisor.
- B. Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the supervisor for approval by the Human Resources office. All such requests must be received in the Central Office at least ten (10) days prior to the date a decision is needed. Forms are available in each school office.

#### **Procedure**

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms (see Form 3440A F1 "C-3 *Reimbursement Request – Conference/Travel Expense*").
- B. Under normal conditions, professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.

- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Support staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

### **Reimbursement**

Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 3440A F1 "*C-3 Reimbursement Request - Conference/Travel Expense*" provided for that purpose.

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Book	Policy Manual
Section	4000 Support Staff
Title	JOB-RELATED EXPENSES
Code	po4440
Status	Active
Adopted	October 25, 1999

#### 4440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The Superintendent shall prepare administrative guidelines to implement this policy.



Book	Administrative Guideline Manual
Section	4000 Support Staff
Title	JOB-RELATED EXPENSES
Code	ag4440A
Status	Active
Adopted	August 1, 2004
Last Revised	June 10, 2013

#### 4440A - **JOB-RELATED EXPENSES**

Expenses which are incurred by support staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in this guideline. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a support staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

#### **Authorization**

- A. Travel within or outside the District is to be authorized by the supervisor.
- B. Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the supervisor for approval by the Human Resources office. All such requests must be received in the Central Office at least ten (10) days prior to the date a decision is needed. Forms are available in each school office.

#### **Procedure**

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms (see Form 4440A F1 "C-3 *Reimbursement Request – Conference/Travel Expense*").
- B. Under normal conditions, support staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.

- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Support staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

### **Reimbursement**

Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 4440A F1 "*C-3 Reimbursement Request – Conference/Travel Expense*" provided for that purpose.

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**TRAVERSE CITY AREA PUBLIC SCHOOLS  
PURCHASING POLICIES/GUIDELINES**

**PURCHASING - GENERAL PROVISIONS**

- A. All purchases shall be made using a valid purchase order processed through the Accounts Payable Office or by a District approved purchasing card. There are times that an invoice is received without a purchase order being issued or an approved purchasing card being used. These routine exceptions (i.e. mileage reimbursement, tuition reimbursement, etc.), require a proper ASN and supervisor signature before remitting payment.
- B. A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order.
- C. Employees are forbidden to use the name of the District for any discounts provided to the District, or any other means for associating a personal purchase with the District. They are to make clear to any District supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.
- D. Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. The Budget Manager must approve all blanket purchase orders before they are issued.
- E. Any contracted goods, other than legal services, for a single transaction, that costs the District more than the state minimum bidding requirement for supplies, materials and equipment, must be approved by the Board of Education. Such purchases and the method for procuring such purchases will be communicated to the Board Finance Committee prior to the solicitation of the service.
- F. The Purchasing Coordinator will determine the most appropriate method of obtaining prices for items or groups of items that are not subject to formal bidding procedures.
- G. Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board.

**PURCHASE ORDER PROCEDURE**

- A. The requestor completes the on-line purchase order directly in the accounting system.
- B. The budget manager responsible for the purchase shall approve the purchase order on-line.

- C. The original copy of the purchase order is sent to the vendor by the purchasing department unless there are specific instructions to the contrary.

#### **PAYMENT OF CLAIMS PROCEDURE**

- A. When delivery is made, the principal/supervisor checks the purchase order to ensure the order has been received correctly and in proper condition.
- B. If so, the packing or delivery slip is initialed, and copies are sent, within five (5) working days, to the Accounts Payable Clerk for payment.
- C. The Accounts Payable Clerk checks the delivery slip against the purchase order, and if everything is in order, a check is drawn.
- D. If the Accounts Payable Clerk finds discrepancies or has questions, s/he shall contact the principal/supervisor.
- E. The vendor's invoice is filed with applicable documentation and a copy of the check.

#### **COMPETITIVE BIDS FOR SUPPLIES, MATERIALS, AND EQUIPMENT WHICH EXCEED STATE OF MICHIGAN THRESHOLD AMOUNT**

The Superintendent or designee is authorized to use discretion in deciding whether the purchase of supplies, materials, and equipment or the construction, repair or renovations of buildings when the cost is at or below the threshold amount as listed in the Michigan School Code of 1976, as amended, 380.1274, will be made on a non-negotiated basis, by informal or formal quotation, or by competitive bid. The Superintendent will establish written guidelines and procedures for implementation of this policy.

Competitive bids shall be obtained for supplies, materials, and equipment when such cost is above the threshold amount as established in the School Code of 1976, as amended, 380.1274. The Superintendent or designee is authorized to obtain competitive bids in the following manner:

- A. Participation in the State of Michigan's Department of Management and Budget Joint Competitive Bidding Program (MiDeal) as authorized by Section 1263, 1984 P.A. 431;
- B. Participation in the Regional Educational Media Center Purchasing Program (REMC) for central purchasing of equipment related to media center activities authorized by Section 671, 1976 P.A. 451;
- C. Participation through third-party competitive bidding for materials, supplies, and equipment through such programs as the hospital purchasing service (HPS), ~~or the~~ "classrooms for tomorrow" computer equipment procurement program, or other similar programs;
  - a. Third-party competitive bidding on behalf of the School District shall constitute a competitive bid for purposes of Section 1274 of the School Code of 1976, as amended.
- D. Solicitation for bids by letter or by publication in a local Newspaper, trade journal or other appropriate publication.
  - a. The solicitation must specify the time and place the bids will be opened. If specifications are prepared, these will be made available to all interested bidders. The bids shall be sealed and shall be opened by the



Superintendent or his/her designee. All bidders shall be invited to attend the opening of the bids.

The Superintendent or his/her designee shall inform the Board of Education of the terms and conditions of the bid(s) and shall recommend which bid(s) should be accepted.

In formulating recommendations, the Superintendent may give consideration to the quality of the items to be supplied, their conformity with specifications and suitability to the District, delivery terms, past performance of the bidder and any other factors materials to the transaction.

The Board of Education reserves the right to reject any or all bids, waive irregularities, and accept the bid that, in its opinion, is in the best interest of the School District.

**PURCHASES FOR SUPPLIES, MATERIALS, AND EQUIPMENT GREATER THAN HALF OF THE BID THRESHOLD BUT LESS THAN THE STATE OF MICHIGAN THRESHOLD AMOUNT TOTAL**

- A. Quotations must be obtained from a minimum of three (3) vendors.
- B. Record of quotations is to be submitted to the Purchasing Department for purchase order backup.

**COMPETITIVE BIDS ON BUILDING CONSTRUCTION, RENOVATIONS, AND REPAIR**

The Board shall obtain competitive bids on all materials and labor required for the complete construction of a new building or buildings, or additions to, repairs or renovations of existing buildings when the cost is in excess of the threshold amount as indicated in the Michigan School Code of 1976, as amended, 380.1267, except repairs in emergency situations.

The Board shall advertise for bids once in the local newspaper annually designated by the Board for its legal publications. In addition, the Board must post an advertisement for at least two (2) weeks on the Department of Management and Budget website or a designated school organization website.

In order to meet the requirements of Public Act 232 of 2004, the Board will need to include the following information in advertisements for bids:

- A. The date and time bids must be received;
- B. The date, time and place of a public meeting where the Board or designee will open and read aloud the bids received by the due date and time;
- C. State that the Board, intermediate school board, or board of directors will not consider or accept a bid received by the Board, intermediate school board, or board of directors after the date and time specified for bid submission;
- D. State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board, intermediate school board, or board of directors or the Superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy;

- a. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

Bids shall be opened and read aloud in a public meeting at the time and place advertised for receipt of bids. The Board may reject any or all bids, and re-advertise in the same manner provided by law and this policy.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. Items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. Opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. Prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. Where the requester has recommended a supplier, the Superintendent may make alternate suggestions if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- E. Upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

M.C.L.A. 380.1267, 380.1274 et seq.

### **LOCAL PURCHASING**

The Board of Education recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

Goods and services will be purchased locally whenever the following factors are seen as being equal between local and non-local vendors or whenever local vendors excel in said factors provided that all statutes pertaining to public purchasing are duly observed:

- A. Quality of product or service.
- B. Suitability of product or service.
- C. Price
- D. Conformance of specifications.
- E. Convenience of delivery.
- F. General reputation of business firm.
- G. Service to School District.

### **VENDOR RELATIONS**

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L.A. 15.321 et seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

#### **MISCELLANEOUS EXPENSE RESTRICTIONS**

**These restrictions apply to all purchases made with an approved purchase order or with an approved purchasing card.**

**General Fund** (including Grants, Extended Daycare, Rental, etc.) – Expenditure Parameters

- A. Sales tax is not refundable (exception: meal reimbursement)
- B. Meals are reimbursed up to a maximum of \$30 a day under an accountable plan.
  - a. Complete a Request for Payment form or a Conference form if an approved purchasing card was not used.
  - b. Attach all itemized receipts.
  - c. Send to supervisor for signature.
  - d. Submit to Business Office for payment.
- C. Mileage will be reimbursed at a rate .655 FY23/24
- D. Generally gifts and flowers are not appropriate expenditures.

#### **Agency Funds**

- A. Restricted Funds – Funds may be expended only as dictated by originator(s).
  - a. Donations with explicit parameters (i.e., Rotary, Ace Foundation, etc.).
  - b. Fundraisers where school clearly identifies expected use (i.e., field trips, party, etc.).
- B. Limited Restriction Funds (Implied) – These funds may be used for student expenses only.
  - a. Dollars donated with no written expectations (i.e., PTO).
  - b. Revenue generated with no express use noted (i.e., photo rebates, generic school fundraisers).

- C. Discretionary Funds – These funds may be used for staff and student expenses.
  - a. Revenue collected for Sunshine fund.
  - b. Vendor Proceeds (i.e., Coke/beverage rebate).
  - c. Other revenue generated by staff (i.e., T-shirt sales to staff only).

**PTO/OTHER FUNDRAISERS**

These organizations function independently of Traverse City Area Public Schools.

- A. Organizations must clearly identify themselves (NOT TCAPS).
- B. They do NOT qualify for use of TCAPS School Tax Exempt Number.
- C. These organizations may donate dollars to schools with expense guidelines (Student or Staff).

**NOTE:** Gift Certificates and Gas Cards/Transportation Passes – If parameters permit, gift certificates and gas cards/transportations passes may be purchased for students in need. Completed gift certificates should be photocopied before disbursement to recipient. Attach the certificate copy along with the recipient signature to a Request for Payment form if it was not purchased using an approved purchasing card, and submit to the Business Office for reimbursement. Completed gas cards/transportation passes should be photocopied before disbursement to recipient. Attach the photocopied gas card/transportation pass and include the recipient’s name, appropriate school and the budget manager’s signature to the Request for Payment form if it was not purchased using an approved purchasing card and submit to the Business Office for reimbursement.