

Business Office Procedures

Updated November 13, 2017

Committee Assignments

1. The committee chairperson must submit to the Central Business Office- Payroll the minutes and attendance of meetings **within one (1) week of the meeting** on the district wide recording form (Appendix B of teacher contract).
2. Per contract, the committee payment will be paid in a lump sum payment at the end of the school year in June.

Conferences/Travel

1. Submit a "Conference/Workshop Request Application" to your supervisor at least **fourteen (14) days in advance** of the conference. The "Conference/Workshop Request Application" is required for all conferences/workshops.
2. If you cannot attend a conference for which you have already registered, it is imperative you cancel with the organization to avoid charges to the district. Please also alert CBO-Accounts Payable of the cancellation.
3. Itemized receipts must be submitted along with the "actual expenses" side of the application completed.

Facility Use Applications

1. Building admin assistant to direct applicants to use form on website (updated 04/20/17)
2. Applications received at building level and admin assistant to verify space availability
3. If approved by principal, admin assistant to e-mail scan to Michele Murray
 - a. If costs apply, MM to respond to applicant with cost estimate (and letter if accepting estimate)
 - i. MM to forward response from applicant of accepting terms or cancelling request to building admin assistant
 - ii. MM to forward Facility Use Application to Mike Zielinski for scheduling/preparation
 - b. If costs do not apply, MM to notify building admin assistant and MM to forward Facility Use Application to Mike Zielinski
 - c. Building admin assistant to remind night custodian of usage as needed (weekly building calendar)

Graduate Credit Tuition Reimbursement Program

An application form for "Graduate Credit Tuition Reimbursement Program" must be submitted and approved prior to taking a college course. After the course is completed, send a copy of your detailed receipt (including proof of payment) for tuition from the Office of the Registrar AND a copy of your grades to Benzie Central Schools' Central Business Office (882-9653) for reimbursement. In order to be reimbursed per contract, the business office must have the preapproval application form/copy of grade earned/proof of payment (with itemized tuition cost detail).

Purchase Order Procedures

You must submit a requisition and receive approval in the form of a purchase order (PO) prior to any expenditure of Benzie Central Schools funds. Do not order anything without first obtaining a PO. If you buy anything without a PO, you will be responsible for the entire cost. Requisition forms are available on the BCCS website from the Employee Forms & Resources link.

Requisitions

1. Be sure to use current catalog information including pricing, since company details may change.
2. Remember to include the total amount for the entire order request.
3. Sign and date the requisition and include any special instructions on the requisition.
4. Send the requisition to your supervisor for approval who will then send it to CBO.

Teacher Salary Adjustment for Additional College Coursework

1. It shall be the responsibility of the employee to notify the Central Business Office in writing regarding salary adjustment requests.
2. To be eligible for a lateral move on the salary schedule (i.e. B.A. to B.A.+20 or B.A.+30 to M.A., etc.), the employee's college course work must be completed by Labor Day of the school year for which the adjustment is requested or before the beginning of the 2nd semester (adjustment will be prorated if submitted after Labor Day but before the start of the 2nd semester).
3. The employee must submit a written request specifying the details of the salary adjustment, and shall arrange to have an official transcript substantiating the request to the Central Business Office.
4. No salary adjustment shall be made without an official college transcript on file with Benzie County Central Schools.

Travel Procedures:

Benzie Central Schools will reimburse mileage according to the IRS rate for travel **OR** will provide a district fuel card for the staff member to replenish fuel used during the trip.

Mileage Reimbursement

All requests for mileage reimbursement must be turned in to your supervisor according to the following schedule:

July 1 – September 30	Must be submitted no later than October 31
October 1 – December 31	Must be submitted no later than January 31
January 1 – March 31	Must be submitted no later than April 30
April 1 – June 30	Must be submitted no later than <u>June 30</u>

The fillable "Expense Reimbursement Form" can be printed from the website. Reimbursement requests must be turned in on a timely basis. Failure to do so will result in nonpayment.

District Fuel Card

Use card at Blarney Castle stations, enter PIN, print & sign receipt, return receipt in fuel card envelope to Michele Murray/CBO.