

**SECTION D: FISCAL MANAGEMENT**

<b>DB/DBK</b>	<b>ANNUAL OPERATING BUDGET</b>
<b>DBB</b>	<b>FISCAL YEAR</b>
<b>DBCA</b>	<b>STUDENT ACTIVITY ACCOUNTS</b>
<b>DBD</b>	<b>BUDGET PLANNING</b>
<b>DBH</b>	<b>BUDGET ADOPTION PROCEDURES</b>
<b>DFA</b>	<b>REVENUES FROM INVESTMENTS</b>
<b>DG</b>	<b>DEPOSITORY OF FUNDS</b>
<b>DGA</b>	<b>AUTHORIZED SIGNATURES</b>
<b>DH</b>	<b>BONDED EMPLOYEES AND OFFICERS</b>
<b>DI</b>	<b>FISCAL ACCOUNTING AND REPORTING</b>
<b>DIB</b>	<b>TYPES OF FUNDS</b>
<b>DID</b>	<b>CAPITAL ASSET POLICY</b>
<b>DJ</b>	<b>PURCHASING</b>
<b>DJAA</b>	<b>EXTRA-CURRICULAR ACTIVITY FEES</b>
<b>DJB</b>	<b>PETTY CASH ACCOUNT</b>
<b>DJC</b>	<b>BIDDING REQUIREMENTS</b>
<b>DJF</b>	<b>PURCHASING PROCEDURES</b>
<b>DJF-R</b>	<b>PURCHASING PROCEDURES</b>
<b>DJH</b>	<b>CREDIT CARDS</b>
<b>DJH-R</b>	<b>CREDIT CARDS</b>
<b>DKA</b>	<b>INVOICES BILLED WITHOUT APPROVED PURCHASE ORDER</b>
<b>DLB</b>	<b>403(B) RETIRMENT PLAN &amp; FUNDING VEHICLE(S)/VENDOR(S) SELECTION AND DESELECTION</b>
<b>DLP</b>	<b>CANCELLATION OF HEALTH INSURANCE</b>
<b>DM</b>	<b>CASH IN SCHOOL BUILDINGS</b>
<b>DN</b>	<b>SCHOOL PROPERTIES DISPOSAL PROCEDURE</b>

**ANNUAL OPERATING BUDGET**

Budget

The purpose of the annual tax budget is to enable the county budget commission to establish tax rates and serve as the basis for certification of revenue to the District.

The annual tax budget is regulated and controlled by State law and requirements of the county budget commission. The Board may establish additional budget requirements for funds at its disposal.

The Superintendent, Treasurer, and Director of Business Affairs are responsible for the preparation of the annual budget and presentation of the budget to the Board for adoption.

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the District until such time as the Board approves the annual appropriations resolution for the year, which is not later than October 1. If by October 1 the county budget commission has not certified all amended certificates of estimated resources to the Board of Education (or submitted a certification that no amended certificates are necessary), the Board can delay action on the annual appropriation measure until such time as the certificates are received.

The Treasurer files both the temporary and final appropriations measures at the proper times with the office of the County Auditor.

The Superintendent/designee notifies each school administrator and/or department head of the allocations approved for expenditure.

Budget Modification

Modification of funds between line item appropriations within each major fund may be made at the discretion of the Treasurer; however any transfers permitted by law from major fund to major fund require Board approval.

### Transfers Among Categories

During the final quarter of the fiscal year, appropriations categories are examined, and the year-end status of each is estimated. Before the close of the fiscal year, the Board authorizes the Treasurer to transfer moneys from those categories in which a surplus is anticipated into those in which a deficit is anticipated as permitted by State or Federal statutes.

Transfers among funds as permitted by statutes require Board action and may require approval from the Court of Common Pleas and the Tax Commissioner.

It is the responsibility of the Superintendent, Treasurer and Director of Business Affairs, to examine the appropriations categories and make the necessary recommendations to the Board.

LEGAL REFS.:       ORC 9.34  
                          3311.40  
                          3313.18  
                          5705.14; 5705.15; 5705.16; 5705.28; 5705.29; 5705.35-5705.412

Revised & Adopted: 6/28/2004  
Revised & Adopted: 10/26/00  
Adopted 3/14/88

**FILE: DBB**

**FISCAL YEAR**

As established by law the fiscal year of the school district is July 1 through June 30.

Legal ref: ORC 115.08

Adopted 3/14/88

**Adams County/Ohio Valley School District**

**STUDENT ACTIVITY ACCOUNTS**

1. Must be presented to the building administrator for approval.
2. Building administrator submits the request of students to establish a student activity group to the superintendent for approval.
3. The student activity must have a governing body and a staff advisor sponsor.
4. The student activity account/ group must submit an annual budget to the building administrator by the end of September. (This is the responsibility the staff advisor. All fund raisers must be identified in the budget.)
5. The building administrator shall submit all student activity budgets to the district treasurer by the first Monday of October.
6. The district treasurer shall submit student activity appropriations to the Board of Education for approval at the October Board Meeting.
7. Use of school facilities for the purpose of student activity fund raisers must be given prior approval, by the building administrator. (This is the responsibility of the activity advisor).
8. Recognized expenditures shall be those items necessary to the function of the group/activity (i.e. trips, supplies, flowers, honorariums, rewards, and donations to needy causes, equipment, decorations, contracted services, fund-raising expenses; or other expenses approved by the Board of Education).
9. The student activity advisor shall submit requisitions to the building administrator for approval prior to any purchase, under guidelines established by the Board of Education. Any item under \$25.00 can be expended through the building petty cash fund. The process for obtaining price quotes for expenditures of \$500.00 or more, does apply with student activity accounts.
10. It is the responsibility of the student activity advisor to maintain a positive cash balance at all times in that student activity account. The unencumbered balance must be positive at the end of the school year (June 30). If a student activity account shows a negative unencumbered balance as of June 30, then the student activity advisor shall be responsible for clearing that account.

11. Fundraiser activities must be submitted to the building administrator to help prevent an overload of activities at any given period of time.

12. Once a student activity group ceases (i.e. Senior Class), they have the option of deciding how to dispose of any unencumbered funds (within the guidelines of the student activity budget). Suggestions could include deferment to the Junior Class, a special gift to the school, or relinquish the funds to the General Fund by the end of the school year. If a decision is not given to the building administrator by the end of the school year, then the funds are placed in the General Fund.

Revised and Adopted: 11/25/02

Adopted 12/13/93

**Adams County/Ohio Valley School District**

## **BUDGET PLANNING**

Budget planning is an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the District. Budget planning is a year-round process involving broad participation by administrators, teachers and other personnel throughout the District.

The Superintendent and Treasurer are responsible for preparing financial forecasts for at least five years beyond the current fiscal year.

The budget reflects the Districts goals, objectives and programs. Any changes or alterations in programs are approved by vote of the Board.

The budget is prepared by January 1 of each year and covers the period from July 1 to June 30 of the succeeding year.

Legal Refs: ORC 5705.01; 5705.28-5705.32; 5705.35; 5705.36; 5705.37; 5705.39; 5705.391

Cross Refs: AE, School District Goals and Objectives  
BCF, Advisory Committees to the Board

Adopted: 10/26/00

**BUDGET ADOPTION PROCEDURES**

Each school district is required to adopt a budget for the next fiscal year by January 15<sup>th</sup>. Prior to its adoption, two copies of the proposed budget have been on file and available for public inspection in the office of the district's treasurer for at least ten days. In addition, the board of education is required to conduct at least one public hearing on its proposed budget prior to adoption, and notice of the hearing must be given at least ten days in advance, either by publication in a newspaper of general circulation in the district. After its adoption, the budget must then be certified to the county auditor no than January 20<sup>th</sup>. Extensions of time for filing, however, may be authorized by the tax commissioner.

It is the responsibility of the Superintendent, Director of Business Affairs, and the Treasurer to attend the hearing of the County Budget Commission to review the budget and answer any pertinent questions.

Legal ref:     ORC   5705.28

Revised & Adopted: 10/26/00

Adopted 3/14/88

**Adams County/Ohio Valley School District**

## **REVENUES FROM INVESTMENTS**

All moneys are under the control of the Board, which extends to the Treasurer the responsibility of overseeing these funds. In addition to the objectives detailed below, all relevant sections of the Ohio Revised Code are adhered to at all times.

### Objectives

The following objectives apply to the management of District funds.

1. Investments are made in order to seek preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities, whether by default or erosion of market value, does not exceed the income generated from the remainder of the portfolio.
2. The District's portfolio remains sufficiently liquid to enable the District to meet reasonably anticipated operational requirements.
3. The portfolio is managed in such a way as to exceed or at least equal the market average rate of return over the course of budgetary and economic cycles, taking into account Ohio law (which restricts the type of investments), safety considerations and cash flow requirements.
4. Bank account relationships are managed in order to secure adequate services while minimizing costs.
5. All deposits are concentrated in one account except where audit control considerations dictate otherwise.

### Public Trust

All participants in the investment process act responsibly as custodians of public trust. Investment officials avoid any transactions that might impair confidence in the government of the District. The Board recognizes that in a diversified portfolio occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return.

### Investing Authority

The investing authority resides with the Treasurer. Such authority allows for the explicit delegation of authority to persons responsible for investment transactions.

The Treasurer signs and files the investment policies with the Auditor of State.

### Authorized Financial Institutions and Dealers

U.S. Treasury and Agency securities and instrumentalities purchased outright are purchased through financial institutions located within the State of Ohio or through “primary securities dealers” located in the State of Ohio, as designated by the Federal Reserve Board, whenever possible. Changing portfolio needs may dictate the use of “primary securities dealers” outside of the State of Ohio. First consideration are given to State institutions.

Repurchase Agreements are transacted only through bank branches and/or through “primary securities dealers” located within the State of Ohio with which the District has a signed Master Repurchase Agreement as required in ORC Chapter 135.

Certificates of Deposit are transacted through commercial banks or savings and loans with either FDIC or FOLIC coverage that have branches within the District.

A list of these authorized institutions and dealers is maintained with the investing authority. Additions and deletions to this list are made when deemed in the best interest of the District.

### Authorized Investments

The investing authority may invest on behalf of and in the name of the District in those instruments and other relevant sections of Chapter 135 ORC, at a price not exceeding their fair market value.

### Maturity

Market conditions and cash flow requirements are considered in determining the term of an investment. Provided cash flow requirements have been satisfied, maturity length is determined by market conditions and interest rate forecasts, with the goal being to buy where relative value exists along the maturity spectrum.

### Diversification

Investments of the District are diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issue or a specific class of securities. Strategies to achieve this are determined and revised periodically.

### Collateral

All investments and deposits are collateralized pursuant to the Ohio Revised Code.

### Competitive Bids

All sales and purchases of securities are bid competitively and to the extent practical are placed with the institution yielding the highest return. The right is reserved to reject the bid yielding the highest return on any investment if inconsistent with the investment strategy, i.e., maturity, risk, liquidity, etc.

### Internal Controls

The investing authority establishes a system of internal controls, which are documented in writing. The internal controls are reviewed periodically by an independent auditor. The controls are designed to prevent loss of public funds due to fraud, employee error and imprudent actions by employees and officers of the District.

### Reporting

The investing authority submits monthly an investment report that summarizes recent market conditions, economic developments and anticipated investment conditions. The report describes the portfolio in terms of security type, maturity and other features. The report contains all transactions executed that month. The report also explains the month's total investment return.

### Performance Evaluation

The monthly investment reports contain sufficient information to permit an independent organization to evaluate the performance of the investment program.

LEGAL REFS.: Intergovernmental Cooperation Act  
ORC 135.01-135.21; 3313.51

Revised and Adopted: 10/26/00

**DEPOSITORY OF FUNDS**

The board of education shall name the depositories for all district funds every five years in accordance with law, and shall enter into a contract with them for their services.

Established by law

Legal ref:     ORC   135.01-21  
                      3313.51

Adopted 3/14/88

**Adams County/Ohio Valley School District**

**AUTHORIZED SIGNATURES**

(Use of Facsimile Signatures)

The Treasurer's signature is used on checks, drafts, warrant-checks, vouchers and other orders on public funds deposited in designated depositories.

The Treasurer authorizes these designated depositories to honor any instrument bearing the Treasurer's facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any signature by a cooper plate or a photographic, photo static or mechanical device. The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.

The Board purchases a surety bond to protect the loss of any public funds.

Legal Refs: ORC 9.10 through 9.14  
1306.06

Adopted: 7/7/2005

**Adams County/Ohio Valley School District**

**BONDED EMPLOYEES AND OFFICERS**

At the time of appointment or reappointment of the Treasurer, the Board authorizes the Treasurer to execute a bond in an amount to be determined and approved by the Board. The bond must be deposited with the President of the Board, and a certified copy must be filed with the county auditor. The premium shall be paid by the Board of Education.

The Superintendent, Board President, staff and other employees who handle school funds are included, at Board expense, in a Position Schedule Bond. Position Schedule Bonds pertain to a specific position, not an individual.

Legal ref:    ORC   3.06  
                  131.18  
                  3313.25; 3313.85  
                  3319.05  
                  5705.412

Cross ref:    DM, Cash in School Buildings

Revised & Adopted: 10/26/00

Adopted 3/14/88

**Adams County/Ohio Valley School District**

## **FISCAL ACCOUNTING AND REPORTING**

The Districts accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts. The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that current data are immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer which show receipts, disbursements, appropriations, encumbrances, balances, assets and liabilities. The Treasurer makes all other financial reports required by law or by State agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent; the supporting documents may be destroyed only in compliance with the provisions of Ohio law and in compliance with specifications of the Districts records commission, the Auditor of State and the Ohio Historical Society.

Legal Refs.: ORC 117.101; 117.38; 117.43  
3301.07  
3313.29; 3313.32; 3313.94  
3315.04; 3315.13  
Chapter 1347  
Chapter 5705

Cross Ref.: EHA, Data and Records Retention

Revised & Adopted: 10/26/00

**Adams County/Ohio Valley School District**

## **CAPITAL ASSET POLICY**

The District shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to facilitate the following:

1. Preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP);
2. Maintenance of adequate insurance coverage;
3. Maintenance of control and accountability.

The Treasurer (or designee) shall be responsible for the development and maintenance of the capital asset accounting system. The Treasurer (or designee) shall develop procedures to ensure compliance with the capital asset policy. To ensure control over District property, the principal or supervisor in each building and/or department shall be responsible for ensuring compliance with procedures in his/her building or department.

### **Definition of Capital Assets/Capitalization Threshold**

Capital assets are defined as long-lived tangible assets which are intended to continue to be held or used, such as land and land improvements, buildings and building improvements, furniture, equipment, and vehicles. Assets purchased as capital outlay or replacement with a cost of at least \$5,000 and an estimated useful life of five years or more are considered capital assets for the purpose of this policy and will be tagged and tracked in the capital asset system, and reported in the GAAP financial statements.

Computer equipment purchased with a cost between \$500 and \$5,000 will be tagged and input into the capital asset system, but will not be considered capital assets and will not be reported in the GAAP financial statements. The Director of Technology, working in conjunction with the Treasurer, shall be responsible for tracking of computer equipment.

Capital Assets shall be recorded at actual cost, or if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be determined by the Treasurer. Donated capital assets shall be valued at estimated fair market value on the date received.

### **Grouping of Assets**

Certain assets, which meet the capitalization threshold collectively, but do not individually, will be “grouped” and input into the capital asset accounting system. Examples of these items could include tables, chairs, etc.

### **Classification/Depreciation**

Unless otherwise specified, capital assets shall be classified and depreciated on a straight line basis, as follows:

### **Disposal of Capital Assets**

<b>Classification</b>	<b>Useful Life (yrs.)</b>	<b>Examples</b>
Land	n/a (not depreciated)	
Land Improvements	50	Fencing, Parking lots
Buildings	50	High School Structures
Building Improvements	25	Heating, Plumbing Systems
Furniture & Equipment	15	Desks, File Cabinets
	15	Custodial Equipment, Machinery
	15	Shelving, Attached Fixtures
	10	Computer Equipment
Vehicles	20	Buses, Other Vehicles
Construction in Progress	n/a	Valuation during construction period Reclassified and Depreciated once building is placed in service

All disposals of capital assets must be approved by the Principal/Supervisor and the Director of Business Affairs. Disposal of capital assets with a fair market value in excess of \$10,000 must be approved by the Board of Education and disposed of by public sale, or an alternative method in accordance with Ohio Revised Code procedures. Capital assets with an estimated fair market value less than \$10,000 may be sold by sealed bid or private sale, or an alternative disposal method in accordance with Ohio Revised Code procedures.

### **Borrowing of Capital Assets**

Capital Assets, as well as all other district assets, are to be utilized for the good of the District in a manner determined by District administration. "Borrowing" of assets by employees, organizations, and others may be approved in special circumstances, but must not interfere with the District's official use of such assets. This will be kept to a minimum and must be approved by the Principal/Supervisor and the Director of Business Affairs. Borrowing of assets may not be done for personal profit by employees.

## **Annual Verification of Capital Assets**

An annual verification of capital assets will be conducted. A listing of capital assets by location (building and room #) will be sent for verification by the Principal/Supervisor and his/her staff.

Legal Ref.: ORC 117.38  
Revised & Adopted: 7/25/2011  
Revised & Adopted: 7/24/2006  
Revised & Adopted: 12/16/02  
Revised & Adopted: 10/26/00  
Revised & Adopted 7/27/98  
Adopted 11/18/96

**PURCHASING**

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the Director of Business Affairs through whose office all purchasing transactions are conducted.

The Board assigns the Director of Business Affairs or designee the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District.

Legal Refs.: ORC 3313.171; 3313.172; 3313.18; 3313.33; 3313.37; 3313.46  
3319.04  
3327.08  
5705.41  
Ohio Const. VIII, ° 2e

Cross Ref.: DK, Payment Procedures

Adopted: 10/26/00

**EXTRA-CURRICULAR ACTIVITY FEES**

Boards of Education are authorized to make expenditures from the general revenue fund for student activities as included in the program of the school district and authorized by the Ohio State Board of Education.

Such expenditures may not exceed five-tenths of one percent of the board's annual operating budget.

The Ohio State Board of Education is required to develop and review biennially a list of approved student programs.

If more than \$50 per year is received through a student activity program, the money from such program shall be paid into an activity fund established by the Board of Education.

Expenditures from such fund shall be subject to approval by the Board of Education.

The Board of Education has the power to make and enforce such reasonable rules and regulations as may be necessary for the efficient government and operation of the schools under its jurisdiction.

Adopted 3/14/88

**Adams County/Ohio Valley School District**

**PETTY CASH ACCOUNTS**

The Board directs the Treasurer to create petty cash accounts allowing certain administrators to make purchases “within” the District. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts. No purchases exceeding \$20.00 may be made from the accounts.

Annually, the Treasurer establishes the amount of money to be placed in the accounts. The Treasurer’s approval is needed to replenish the accounts.

Any administrator who ignores procedure or who does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

At the end of the fiscal year any unspent cash and tickets substantiating expenditures will be returned to the Treasurer’s office, a receipt will be issued.

Legal Refs: ORC 9.38

Cross Refs: DM, Cash in School Buildings

Adopted: 10/26/00

## **BIDDING REQUIREMENTS**

Contracts for construction or demolition of buildings or for any improvements or repairs which exceed \$25,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$5,000.00 but under \$25,000 will be based on price quotations submitted by at least three vendors if possible. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Director of Business Affairs assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Director of Business Affairs makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the district web site.

School district must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.

Legal Refs.: ORC 153.50; 153.54  
3313.372; 33313.373; 3313.46 and as amended by H.B. 264  
3319.04  
3327.08

Cross Ref.: DJ, Purchasing  
DJF, Purchasing Procedures  
ECF, Energy Conservation  
FA, Facilities Development Goals  
FEF, Construction Contracts Bidding and Awards

Revised & Adopted: 9/22/08  
Revised & Adopted: 10/26/00  
Adopted 3/14/88

**Adams County/Ohio Valley School District**

## **PURCHASING PROCEDURES**

Blanket purchase orders will be issued by the central office for the fiscal year (July thru June) to cover lunchroom expenses, bus maintenance, utilities and frequent expenditures for education or custodial items.

The requisition/purchase order shall be used to initiate other purchases. The approval route for the requisition will be:

1. building principal
2. central office
3. treasurer

The treasurer's office will issue the purchase order after numbering it, provided it is an approved purchase. When the order is received, the principal or person receiving it shall sign the receiving copy as an approval for payment.

Classroom teachers should make requests for classroom items to their principal. This should be done in writing so that details may be retained. Requests should include the name of the company, vendor number, allowance should be made for shipping and handling (if unknown - use 15%) from which to order and an identifying description, account number, including the cost of the item.

There should be a teacher-principal conference so that both may agree on the price as well as on the item(s) to be purchased. This is to eliminate duplicate purchasing, as well as to supply the principal with information as to what is available in his/her building. More efficient use of instructional materials can be made if he/she is knowledgeable. These requests can be made on the requisition form.

Once the requisition has been completed, it must be approved by the building principal or supervising teacher. After he/she has signed the form, it should be given to the school secretary where appropriations will be checked to see if there are funds available at that particular time to allow the purchase to be made. If funds are available, the requisition will be entered on state system by secretary. Treasurer's office will assign purchase order number, print hard copy, obtain superintendents (or designee) and treasurer's signature certifying money is available. The designated vendor and funds will be encumbered for payment. The pink copy of the purchase order will be returned to the treasurer's office when all the items have been received reflecting serial number of item(s) for inventory purposes. Here the purchase order and invoice will be matched before payment is made. This is to avoid over-charging and payment before delivery is made.

In purchasing supplies and equipment for the district, the individual responsible for issuing the purchase order will insure that all statutory requirements have been made.

At all times, board employees will endeavor to obtain the greatest amount of goods through sound purchasing procedures.

They will comply with the ORC3313.46 regarding bids.

Moneys under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$1,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

In compliance with the State Use Law, the Board directs the administration to determine if products and services needed by the District may be purchased from the Ohio Industries for the Handicapped. If applicable, the District will purchase products and/or services from the OIH.

Special arrangements may be made for ordering perishable and emergency supplies.

Legal Refs.: ORC 3313.46  
3327.08  
5705.41; 5705.412; 5705.44; 5705.45

Revised & Adopted: 10/26/00

## **PURCHASING PROCEDURES**

### General

1. The Board designates the Director of Business Affairs as the Purchasing Agent.
2. Only the persons designated by the Board may commit the system to a purchase.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Director of Business Affairs.
4. It is the responsibility of the requisitioner to provide an adequate description as required by the Director of Business Affairs, so that the latter may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. It is the responsibility of the Director of Business Affairs to make alternate suggestions to the requisitioner if, in the judgment of the Director of Business Affairs, the specification would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement, either party may refer the matter in accordance with established procedure.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Director of Business Affairs to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Director of Business Affairs, either party may refer the matter to the Superintendent.

### Requisitions

1. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
2. Only forms provided by the Director of Business Affairs are used for requisitioning.
3. Standard supply lists of commonly used items are jointly developed for all categories or groups of supplies by the Director of Business Affairs.
4. Items not specifically included on standard lists are requisitioned on the regular requisition forms.

5. The number of requisitions are kept to a minimum. They are submitted to conform with the purchasing schedule established by the Director of Business Affairs.
6. Requisitions are prepared in triplicate, with the yellow copy to be retained by the requisitioner.
7. A requisition, to be considered appropriate for processing, meets the following requirements:
  - A. contains adequate information and
  - B. is approved by and bears the signature of an authorized requisitioner.
8. All approved requisitions are submitted to the Director of Business Affairs.
9. After a purchase order has been issued by the Business Office, the number of the purchase order is recorded on the requisition.
10. After processing, the original copy of the requisition is filed in the office of the Director of Business Affairs.

#### Purchase Orders

1. Purchase orders are prepared by the appropriate person and include the following essentials:
  - A. a specification which adequately describes to the supplier the characteristics and the quality standards of the item required;
  - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
  - C. clear delivery instructions, including place and time;
  - D. signature of Director of Business Affairs;
  - E. appropriate account code number and
  - F. Treasurer's certificate of available revenue and appropriation.
2. Purchase orders are numbered and prepared in sets of four copies each to be used as follows:
  - A. original to vendor;
  - B. copy 2--filed numerically by purchase order number;
  - C. copy 3--sent to the accounting office for encumbrance and later filed alphabetically by vendor and
  - D. copy 4--returned to requisitioner, to be returned after certification as to receipt in proper quantity and satisfactory condition. (This copy is filed with the claim form by claim number.)

3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists which can be handled only by this procedure:

- A. whenever possible, a purchase order number should be given to the supplier and
- B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

Revised & Adopted 4/22/96

Page 3 of 3

**Adams County/Ohio Valley School District**

## **CREDIT CARDS**

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the use of credit cards in the following manner.

### Credit Cards

1. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities.
2. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
3. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. Usually tips are not permitted to be paid with credit cards.
6. The Treasurer keeps a record of all credit card use.
7. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of the approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.

Cross Ref: DJ, Purchasing  
DJB, Petty Cash Accounts  
DLC, Expense Reimbursement  
GCL, Professional Staff Development  
GDL, Support Staff Develop

Adopted: 10/25/04

**Adams County/Ohio Valley School District**

## **CREDIT CARDS**

Credit cards may be used for the following purposes:

1. School business travel, meetings, lodging and meals for out of District meetings or seminars are subject to the reimbursement limits established by the Board.
2. Gratuities are permissible only when card use is for group purchase and the tip is automatically added to bill.
3. Purchases from vendors that require a credit card as form of payment do not supercede the requirement of pre-approval of a purchase order for the purchase. The use of the Board's credit card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase.
4. The use of the Board's credit card over the Internet must be safeguarded at all times. All vendors must be pre-approved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.
5. If the use of a tax-exempt form is not possible, the expenditure is allowed. The person using the credit card should take along the appropriate tax exemption form so that sales tax is not charged.

Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the Treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

The use of the Board's credit card is prohibited for the following items:

1. the purpose of personal goods or service for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;

3. alcoholic beverages or tobacco;
4. fuel for use in a personal vehicle;
5. entertainment expenses, including pay-per-view movie charges and/or
6. cash advances

Persons using a Board's credit card for personal, nonauthorized purposes or documented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination.

The use of a Board credit card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.

Adopted: 10/25/04

Page 2 of 2

**Adams County/Ohio Valley School District**

**INVOICES BILLED WITHOUT APPROVED PURCHASE ORDER**

Any invoice that is billed to the Adams County/Ohio Valley School District without a properly approved Purchase Order will not be paid by the Treasurer. The person responsible for ordering the material will be liable for making payment to the vendor for the items ordered.

In emergency situations and when the Purchase Requisition is prepared within 72 hours of the service being performed, the Treasurer will process invoices in a normal manner.

Note: Any administrator that can show just cause for the failure to process a purchase requisition may write a memo to the Board of Education requesting the Treasurer to pay the invoice or invoices in question.

Adopted 10/26/00

**Adams County/Ohio Valley School District**

**ADAMS COUNTY/OHIO VALLEY LOCAL SCHOOL DISTRICT 403(B)  
RETIREMENT PLAN**

**POLICY REGARDING FUNDING VEHICLE(S) / VENDOR(S) SELECTION AND  
DESELECTION**

**Purpose**

Adams County/Ohio Valley Local School District (the “District”) offers the Adams County/Ohio Valley Local School District 403(b) Retirement Plan (the “Plan”) to give its employees the opportunity to save additional funds for retirement. The investment options made available under the Plan include annuity contract(s) and/or custodial accounts(s) (referred to as “Funding Vehicles”) and/or investment providers or any other entities authorized by investment providers that offer annuity contract(s) and/or custodial account(s) (referred to as “Vendors”), provided such Funding Vehicles and/or Vendors are specifically approved by the District for use under the Plan.

This Policy Regarding Funding Vehicle(s) / Vendor(s) Selection and Deselection (the “Policy”) sets forth the policy of the Board of Education of the Adams County/Ohio Valley Local School District (the “Board”) regarding the manner in which Funding Vehicles and/or Vendors will be selected and deselected by the District for use under the Plan, effective as of the date adopted by the Board as set forth at the end of this Policy, and supersedes any prior polic(ies) adopted by the Board regarding the matters addressed herein.

**Policy**

*Selection of Funding Vehicle(s) and/or Vendor(s)*

Funding Vehicle(s) and/or Vendor(s) offered as an investment option under the Plan will be listed on one or more of four (4) appendices to the Plan document, subject to the terms of the Plan. These appendices to the Plan are as follows: Appendix A (Funding Vehicle(s) / Vendor(s) Authorized to Receive Plan Contributions), Appendix B (Funding Vehicle(s) / Vendor(s) Authorized to Receive Only Contract Exchanges and Plan Transfers), Appendix C (Funding Vehicle(s) / Vendor(s) Authorized to Receive Only Plan Contributions from Grandfathered Participants) and Appendix D (Funding Vehicle(s) / Vendor(s) Selected for Deposit of Automatic Enrollment Contributions). Appendices B, C and D may be used only if such designations and transactions are permitted under the terms of the Plan.

Subject to the terms of the Plan, a Funding Vehicle and/or Vendor will be listed in Appendices A, B, C and/or D (as applicable) and offered as an investment option under the Plan only if all of the following conditions are satisfied:

- (1) The Funding Vehicle and/or Vendor must be designated as the investment selection for Plan contributions by at least five (5) employees who are eligible to participate in the Plan (or such other minimum number of eligible employees as is provided under the terms of a collective bargaining agreement, if applicable).

In order for a Funding Vehicle and/or Vendor to be considered for selection as an investment option offered under the Plan, a letter of request to include the Funding Vehicle and/or Vendor as an investment option offered under the Plan must be submitted to Gatekeeper Administration & Consulting, L.L.C. (the compliance administrator for the Plan), 1338 West Forest Meadows Drive, Suite 220, Flagstaff, AZ 86001, and such letter of request must include an enclosure of copies of account applications with such Funding Vehicle and/or Vendor signed by the minimum number of eligible employees designated above.

- (2) The provider of the Funding Vehicle, Vendor and/or licensed agent or broker must enter into and comply with the terms of a 403(b) Retirement Plan Group Investment Provider Agreement (“Investment Provider Agreement”) with Gatekeeper Administration & Consulting, L.L.C. (“Gatekeeper”) or other reasonable written compliance agreement, service agreement, information sharing agreement, hold harmless agreement and/or other similar agreement with Gatekeeper and/or the District, with the terms and signatory parties of such agreement to be determined at the discretion of the District and provided that such agreement protects the District from any liability under Internal Revenue Code section 403(b), other provisions of the Internal Revenue Code and any other applicable federal and/or state law which may result from the procurement of the annuity contract and/or custodial account.
- (3) The representative(s) of the Funding Vehicle and/or Vendor must follow the solicitation policy of the District in accordance with the provisions of the Investment Provider Agreement or any other written compliance agreement referenced in Section (2) above. Pursuant to this solicitation policy, the representative(s) of the Funding Vehicle and/or Vendor are only allowed to meet with and otherwise solicit employees on campus at such dates, times and in such locations as is determined at the discretion of the District and indicated by written approval of the Superintendent or the Superintendent’s designee.
- (4) The Funding Vehicle and/or Vendor is not required to but may agree to reimburse Plan recordkeeping fees as an operating expense paid by the provider of the Funding Vehicle or Vendor from its general assets (“Reimbursement Credits”) and/or to reimburse Plan recordkeeping fees as an individual account expense deducted directly from each Plan participant’s custodial account or annuity contract, subject to agreement by the Plan

participant in the Salary Reduction Agreement and the terms of any applicable collective bargaining agreement (“Reimbursement Debits”).

In the event a Funding Vehicle and/or Vendor submits a letter of request to be included as an investment option offered under the Plan and it is determined that one or more of the above conditions are not satisfied, Gatekeeper will issue a written notice that advises the District, the Funding Vehicle and/or Vendor and the eligible employees who have designated such Funding Vehicle and/or Vendor of the conditions that are not satisfied. If such unsatisfied conditions may be subsequently satisfied by the Funding Vehicle and/or Vendor, a letter of request may be re-submitted to Gatekeeper with evidence of such subsequently satisfied conditions.

*Deselection of Funding Vehicle(s) and/or Vendor(s)*

In the event a Funding Vehicle and/or Vendor that is offered as an investment option under the Plan and listed on one or more of the four (4) appendices to the Plan document fails to satisfy any one of the conditions listed above to be included as a selected Funding Vehicle and/or Vendor under the Plan, such Funding Vehicle and/or Vendor will be deselected as an investment option offered under the Plan and removed from the applicable listing(s) on the Plan appendices.

At the time that Gatekeeper and/or the District determine that a Funding Vehicle and/or Vendor has failed to satisfy any one of the conditions listed above, Gatekeeper will issue a written notice to the Funding Vehicle and/or Vendor advising it of the condition(s) that are not satisfied and that the Funding Vehicle and/or Vendor will be deselected as an investment option offered under the Plan if such condition(s) are not subsequently satisfied. The Funding Vehicle and/or Vendor will be given an opportunity to subsequently satisfy such conditions, pursuant to the terms of the Investment Provider Agreement or other written compliance agreement between the provider of the Funding Vehicle and/or Vendor, Gatekeeper and/or the District. If the Funding Vehicle and/or Vendor does not satisfy all of the conditions listed above within the time period and pursuant to the terms provided under the Investment Provider Agreement or other written compliance agreement, the Funding Vehicle and/or Vendor will be deselected as an investment option offered under the Plan at such time.

If the only condition that is not satisfied is that the minimum number of eligible employees are no longer contributing to the Funding Vehicle and/or Vendor, the Funding Vehicle and/or Vendor will be given an opportunity to submit to Gatekeeper a letter of request to remain as a selected Funding Vehicle and/or Vendor with an enclosure of copies of account applications with such Funding Vehicle and/or Vendor signed by the minimum number of eligible employees designated above. If the Funding Vehicle and/or

Vendor cannot provide copies of account applications signed by the minimum number of eligible employees within the time period provided under the Investment Provider

Agreement or other written compliance agreement, the Plan participants contributing to such Funding Vehicle and/or Vendor at such time may continue to contribute to the Funding Vehicle and/or Vendor, but no other Plan participants or eligible employees may contribute to the Funding Vehicle and/or Vendor. In such case, the Funding Vehicle and/or Vendor will be listed on Appendix C (Funding Vehicle(s) / Vendor(s) Authorized to Receive Only Plan Contributions from Grandfathered Participants) as authorized to receive only Plan contributions from such grandfathered participants.

IN WITNESS WHEREOF, the undersigned hereby certifies that he/she is Treasurer / Secretary of the Board of Education of the Adams County/Ohio Valley Local School District and that this Policy was duly adopted by the Board, effective as of the adoption date set forth below, and that the same has not been amended or rescinded and is in full force and effect.

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Signature of Treasurer / Secretary  
Adams County/Ohio Valley Local School District  
Board of Education

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Print Name of Treasurer / Secretary

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Date

LEGAL REFS.: ORC 9.91

Adopted: 10/27/08

**CANCELLATION OF HEALTH INSURANCE**

In accordance with the health insurance plans, when an employee resigns, retires, goes on an approved leave of absence, or is no longer considered a full-time employee, their health insurance will be cancelled as of the date of termination.

Adopted 10/18/93

**Adams County/Ohio Valley School District**

**CASH IN SCHOOL BUILDINGS**

Monies collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students.

State law requires a proper receipting and depositing of all public monies. There fore, all monies collected are receipted, accounted for and deposited everyday, if possible.

Specifically, if the money collected:

1. exceeds \$1,000.00, it must be deposited within one business day of receipt OR
2. does not exceed \$1,000.00, it must be deposited within three business days.

Under no circumstances shall any amount of public monies be left overnight in an unsecured area of any school building. All money secured in a lock box and/or safe until it can be deposited within the time frame outlined above. The Treasurer has made arrangements for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight, therefore, whenever possible deposits should be made on the same day as received and receipted.

Legal Ref. ORC 9.38

Cross Refs. DH, Bonded Employees and Officers  
DJB, Petty Cash Account  
IGDG, Student Activities Funds Management  
KMA, Relations with Parent Organizations  
KMB, Relations with Booster Organizations

Revised & Adopted: 8/25/08  
Revised & Adopted: 3/21/05  
Revised & Adopted: 10/26/00  
Adopted 3/14/88

**FILE: DN**

## **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

Surplus real or personal property shall be declared as surplus and sold in accordance with the guidelines set forth by the Ohio Revised Code.

Revised and Adopted 5/24/99

Adopted 3/14/88

**Adams County/Ohio Valley School District**