
BUDGET

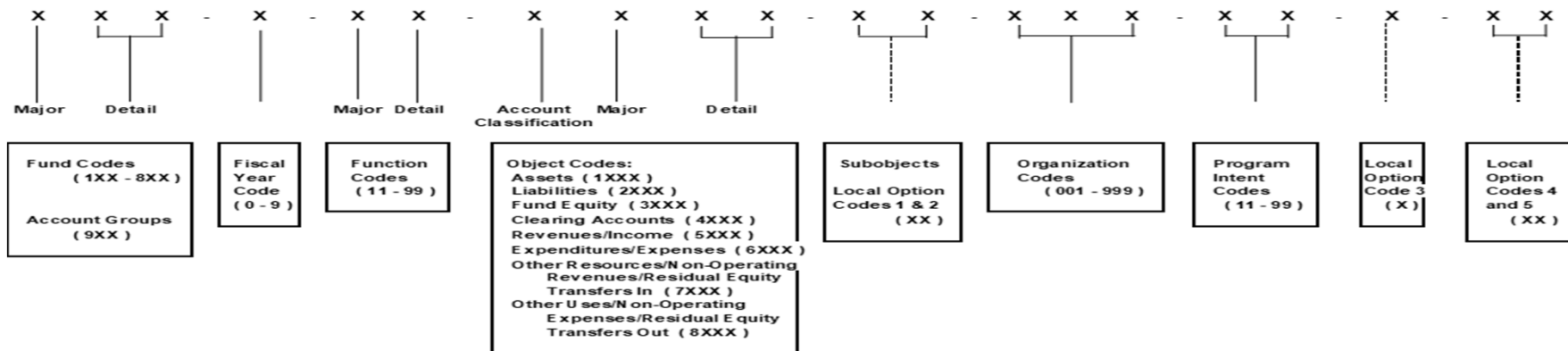


CONROE
INDEPENDENT
SCHOOL DISTRICT

ACCOUNT CODE STRUCTURE

Section 44.007 of the Texas Education Code requires that a standard school district fiscal accounting system be adopted by each school district. The system must meet at least the minimum requirements prescribed by the State Board of Education and also be subject to review and comment by the state auditor

The major purpose of the accounting code structure is to establish the standard school district fiscal accounting system required by law. Although certain codes may be used at local option, the sequence of the codes within the structure, and the funds and chart of accounts, are to be uniformly used by all school districts in accordance with Generally Accepted Accounting Principles (GAAP).



————— Indicates a mandatory code for State reporting purposes
 - - - - - Indicates a code that may be used at the local option

BASIC CODE COMPOSITION

Fund - 3 digits - Where is the money coming from to fund the purchase/payment?

Fiscal Year – 1 digit - What fiscal year is it?

Function – 2 digits - What is the purpose of the purchase/transaction? How is it going to be used?

Object (Account) – 4 digits - What is the item being purchased? What is the nature of the transaction?

Subobject - 2 digits - What subject area or department is the item for? (provides special accountability at the local level)

Organization – 3 digits - Where is the item being used (campus/department number)?

Program Intent – 5 digits - What group of students will be using the item?

CODE COMPOSITION

FUNDS

- **General Operating Funds (1000's)**
199X – General Fund
- **Special Revenue (Grant) Funds (2000's – 4000's)**
- **Debt Service Funds (5000's)**
- **Capital Projects (Bond) Funds (6000's)**

FUNCTIONS

- 11 – Instruction
- 12 – Instructional Resources & Media Services (Library)
- 13 – Curriculum & Instructional Staff Development
- 23 – School Administration
- 31 – Guidance & Counseling Services
- 33 – Health Services
- 36 – Cocurricular/ Extracurricular Activities
- 51 – Maintenance & Operations

PROGRAM INTENTS

- 11000 – Basic Education Services
- 21000 – Gifted and Talented
- 22000 – Career & Technology
- 23000 – Special Education
- 24000 – Accelerated Education (SCE)
- 25000 – Bilingual Education
- 26000 – Nondisciplinary Alternative Education (WHS)
- 28000 – Disciplinary Alternative Education (DAEP)
- 30000 – Title I SCE
- 32000-35000 – Pre-Kinder
- 36000 – Early Education Allotment
- 37000 – Dyslexia
- 38000 – College, Career, & Military Readiness (CCMR)
- 43000 – Dyslexia Special Ed
- 91000 – Athletics
- 99000 - Undistributed

BUDGET TRANSFERS

There are two types of budget transfers: pre-approved transfers and board transfers.

Pre-approved Budget Transfers:

A pre-approved transfer is a transfer that occurs **within the same function**. This type of transfer does not require approval from the Board of Trustees and may be submitted at any time of the budget year. These transfers are submitted by entering them in the eFinance system via a Batch Budget Transfer.

From: 199X-11-6399-00-XXX-11000 To: 199X-11-6411-22-XXX-23000

Transfers Requiring Board Approval:

A board transfer is a transfer **between functions**. This type of transfer requires approval by the Board of Trustees and should be submitted to the Finance Office via e-mail by the last working day of the month for inclusion in the following month's Board agenda.

From: 199X-11-6399-00-XXX-11000 To: 199X-23-6399-00-XXX-99000

Transfers can never be made between funds.

CAMPUS FUNDING

Campus Budgets are a combination of:

- The sum of per student allocation formulas based on enrollment projections.
- Equalization funding based on most recent PEIMS free lunch percentages.
- Allocations from various programs, departments, or The District.



FUNDING SOURCES

Equalization Funding

This category of funding helps address equity within the District. These funds are based on the most recent PEIMS free lunch percentage and are calculated to give a campus \$500 for each percentage point over 50%. These funds are placed into a separate sub-object (EQ) for use at your discretion.

The primary purpose of this funding is to provide experienced rich activities and/or instructional materials that assist in closing the achievement gap with student groups. These funds are intended to be student focused and may be used for field trips, guest presenters, academic or attendance incentives, student centered equipment and staff development for teachers. These funds may be used to support the academic achievement of students.

Bilingual Education Allotment (Local)

The intent of this funding is to provide educational and/or other services which ensure English proficiency, primary language literacy, composition and academic language related to the required curriculum.

Allowable items to purchase:

- Instructional Materials – Books, Technology
- Required Assessment Materials – LAS Links, IOWA, Headphones
- Extra Duty Pay
- Snacks or Working Lunch

FUNDING SOURCES

State Comp Ed (SCE) Funding

The intent of this funding is to improve student performance through direct instructional services to students at-risk of dropping out of school.

Allowable items to purchase:

- Accelerated instruction or credit recovery provided directly to at-risk students
- Materials needed to provide direct instruction in core content for at-risk students
- Extra Duty Pay for instructional staff to teach before/after school, summer, or weekends providing supplemental instruction in the core content areas
- Substitutes to provide supplemental instruction in core content areas
- Class size reduction in core content on campuses with $\geq 40\%$ economically disadvantaged students (Secondary only)

Gifted and Talented Program

The intent of this funding is to provide resources and support for the instruction and growth of gifted students.

Allowable items to purchase:

- Thinking Maps Materials
- Depth & Complexity Icons
- Materials for Parent Education
- STEM Materials for GT Students
- William and Mary Materials
- College Visits for GT Students
- Mentorship/Independent Study for GT Students
- Computers for the GT Classroom
- Cameras, Microphones, Headsets for Gifted Testing and/or Independent Study
- Books and/or Journals Related to Student Group for Professional Library
- Inservice on Gifted Education
- Gifted Conference Expenses for Gifted Teachers

FUNDING SOURCES

Safety & Security

The intent of this funding is to provide staffing before and after school to assist with safety and provide a safe environment.

The funding is to be used for extra duty pay for exempt employees for such things as car rider duty, monitoring hallways, etc outside of the employee's normal work day.

Payroll – Summer Help

The intent of this funding is to provide staffing in the front office reception area during the summer.

Funds are found in budget code:

- 199X-23-SH-XXX-99000 6121

Payroll – Summer Start Up

The intent of this funding is to provide funding for staffing in the summer months to prepare for the start of school. These extra duty funds are to be used for master schedulers, help in the front office during registration, testing of students, etc.

Funds are found in budget codes:

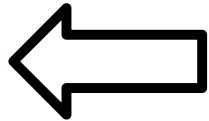
- 199X-23-SU-XXX-99000 6118
- 199X-31-SU-XXX-99000 6118

ATHLETICS

A couple of important items for the 2022-23 budget:

- New Subobject – Water Polo – **R1**
- Increase in Coach Bus Driver's Pay

FINANCE WEBSITE



SSO Financial Services Icon

Financial
Services



Accounts Payable →



Activity Funds →



Finance & Budget →



Finance Training →



Payroll →



Purchasing →



Travel →



Warehouse →



Accounts Payable

Shelly Cartwright

- ❖ Send all invoices/receipts to Accounts Payable even if they are attached to a requisition.
- ❖ Accounts payable needs a copy of all invoices, originals are preferred. If an invoice has been attached to a requisition, indicate "Invoice Attached" in the notes section of the Requisition so AP Clerk knows to look at the attachments.
- ❖ When sending receipts to Accounts Payable, such as from Daniel's, Sam's or Restaurants please TAPE or Paper Clip them to a copy of the Purchase Order. **DO NOT staple.** Indicate "Okay to pay", sign and legibly print your full name on the purchase order copy and receive the PO in eFinance. Please send the receipts as soon as possible.
- ❖ When orders are shipped directly to your campus, receive the PO in eFinance Plus. If an order is delivered to your campus but should have been shipped to the Warehouse, advise the appropriate Warehouse Manager and see what they recommend you to do, either deny the shipment so they can take it where it needs to be or accept it and receive the PO in eFinance
- ❖ If any items from an order need to be returned to the Vendor, please advise the appropriate AP Clerk of the return and state whether the item will be replaced. If any items on the Purchase Order have been cancelled or any changes are made to a Purchase Order, advise Purchasing Department and the appropriate AP Clerk
- ❖ All Registrations, memberships, fees and dues must be received in eFinance.
- ❖ Set the delivering address for all Purchase Orders that will be delivered during the summer to the warehouse instead of your campus so the invoice can be paid in a timely manner instead of waiting for you to return.



CONROE
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SCHOOL DISTRICT

STUDENT ACTIVITY FUNDS
BLAIR DELAHOUSSEY
EXT. 97874



CONROE
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SCHOOL DISTRICT

Checks

- Check request should be approved by you (the principal) **prior** to purchasing items.
- Use Approved Vendors for Activity Funds see Shopping A-Z on the Purchasing site for complete list
- Amazon cannot be reimburse (PO's only)
- Check signers cannot sign their own check
- Reimbursements should not exceed \$200

Conroe ISD Pre-Authorization and Check Request

Pre-Authorization and Check Request

Complete this section **before** order / purchase (allow 72 hours for processing)

Club or Department _____ Date _____

Account number _____ Approximate amount \$ _____

Are you using an approved vendor? Yes No

*If not using an approved vendor(s) explain why
Attach any quotes, pictures, and/or notes.*

Is expense related to travel? Yes No *If yes, requisition number*

Detailed disbursement explanation	List vendor(s)
_____	_____
_____	_____
_____	_____

Should sales tax be paid or reimbursed? Yes *To be paid from Teacher Funds*
 No *To be paid from Student Funds*

Sponsor's signature _____ Date _____

Principal's signature _____ Date _____

**Approval is evidenced by principal's signature and date.*

For office use only

Payee _____

Original receipt/invoice attached.

Yes No

If not, why

Is payee a CISD employee?

YesPayroll Department for employee services

YesReimbursement only

No.....Contract or invoice

Vendor invoice # (if paying a vendor) _____ Paid check # (Office use only) _____

_____ Check amount \$ _____



CONROE
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Deposits

- All deposits should include a cash receipt sheet
- Money should be brought to the Secretary daily for deposit or placed in the safe

Cash Receipt Sheet

School name _____ Organization name _____ Account # _____

Purpose for collecting money _____

	Name	Date paid	Amount paid	Cash	Check	Collector's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
			Grand total collected			

Summary Tally		Total \$
Checks		
Bills	Ones	
	Fives	
	Tens	
	Twenties	
	Fifties	
	Hundreds	
	Other	
Coins	1.00	
	0.50	
	0.25	
	0.10	
	0.05	
	0.01	
Grand total		

Financial Secretary Use:

Date received _____

Amount received _____

Receipt # _____

Taxable yes no

Financial secretary signature _____

- Complete Summary Tally
- Double check your total before turning in money
- Sign
- Tax-free fundraiser yes no

Signature of person turning in money _____



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Positive Pay

- High Schools and Junior highs should be entering all checks into the Positive Pay system
- Implementation for elementary and intermediate coming soon.



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Miscellaneous

- Please send your bank statement with reconciliation every month
- Deposit slips- don't print your deposit slips on regular paper **MUST** use paper with MICR information printed on the sheet
- Returned Checks- all returned checks should be processed with Envision Payment Solutions. We should not be collecting payment from parents directly.
- Activity Fund Manual- has been updated and will soon be posted to AF page
- No Venmo or payment should be made directly to teachers, staff, or coaches



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21-22 Accruals

- Remember to get all 21-22 expenses paid prior to 8/31/22
- All outstanding invoices (that meet guidelines) paid after should be added to the 21-22 accruals list
- Justification will be needed for all previous year checks issued in the current year.

Date	Check #	Campus	Category	Umbrella	Description	Total	20-21	19-20	Justification for 19-20
09/01/2020	Check 1401		General Teaching	Campus	HERFF JONES Armstrong Staff Polo Shirts Inv# 5994	\$1,200.00		X	Shirts rec'd in August 2020
09/01/2020	Check 28764		Sports Medicine	Athletics	Alton Burns Rage Software Inv# 134998	\$99.95	X		



THANK YOU



CONROE
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PURCHASING/WAREHOUSE/TRAVEL DEPT



PURCHASING / WAREHOUSE / TRAVEL

- AWARDED VENDORS / BID OPPORTUNITIES
- CONTRACTS – WHAT IS THE PROCESS? WHERE DO I FIND THOSE VENDORS?
- PURCHASING WITH FEDERAL FUNDS
- WAREHOUSE INFO
- NEW TRAVEL DEPARTMENT
- WEBSITE INFORMATION / CONTACTS

AWARDED VENDORS / BID OPPORTUNITIES

TEA (FASRG,
TEC, Gov Code)

EDGAR
(ESSER,USDA)

Conroe
ISD

TDA (Child
Nutrition)

Board Policy

The screenshot shows the TEA (Texas Education Agency) website. At the top left is the TEA logo. To the right is a search bar with the text "Search tea.texas.gov" and a magnifying glass icon. Below the search bar is a navigation menu with links: "A - Z Index", "Contact", "Employment", "Sign Up for Updates", and "TEA Correspondence". Below the navigation menu is a row of seven icons with labels: "About TEA", "Texas Schools", "Academics", "Finance & Grants", "Reports & Data", "Student Assessment", and "Texas Educators". Below this row is a breadcrumb trail: "Home / Finance & Grants / Financial Accountability". The main content area features a large blue header for "Financial Accountability System Resource Guide". Below this header is a paragraph of text: "The Financial Accountability System Resource Guide (FASRG) describes the rules of financial accounting for school districts, charter schools, and education service centers. The FASRG is adopted by 19 Texas Administrative Code 5109.41 and 19 Texas Administrative Code 5109.5001." To the right of the main content is a sidebar with a blue header "Financial Compliance". Below this header are several links: "Financial Integrity Rating System of Texas", "Student Attendance Accounting Handbook", "Annual Financial and Compliance Reports (AFRs)", "Resource Guide (FASRG)", and "School Health and Related Services".

AWARDED VENDORS

WHAT AFFECTS HOW THE DISTRICT IS ABLE TO MAKE PURCHASES?

- STATE LAW REQUIRES A COMPETITIVE BID PROCESS FOR ANY COMMODITY SPENDING OVER \$50K IN A TWELVE MONTH PERIOD.
- CISD CURRENTLY TRACKS SPENDING IN APPROX 275 DIFFERENT COMMODITIES

300-000		Curriculum	
	300-001	Curriculum	Art Supplies & Equipment
	300-002	Curriculum	Assessment Materials & Services
	300-003	Curriculum	Bilingual/ESL Supplies & Equipment
	300-004	Curriculum	Books, Library
	300-005	Curriculum	Books, Non-Library
	300-006	Curriculum	Database Subscriptions (District-wide, Large Library Databases)
	300-007	Curriculum	Instructional Supplies & Equipment
	300-008	Curriculum	Instrument Repair
	300-009	Curriculum	Pre-K / Kindergarten Supplies & Equipment
	300-010	Curriculum	Language Arts/Reading Supplies & Equipment
	300-011	Curriculum	Library Supplies
	300-012	Curriculum	Math Graphing Calculators
	300-013	Curriculum	Math Supplies & Equipment

AWARDED VENDORS

- **WHAT IS THE COMPETITIVE BID PROCESS THAT MEETS THE REQUIREMENT OF THE LAW?**

- A CISD-ISSUED BID (REQUEST FOR PROPOSAL, COMPETITIVE SEALED PROPOSAL)
- A VENDOR AWARDED ON A PURCHASING COOPERATIVE CONTRACT IN WHICH THE DISTRICT IS A MEMBER (BUYBOARD, DEPT OF INFO RESOURCES, CHOICE PARTNERS, EPIC 6, ETC.)
- INTERLOCAL AGREEMENT WITH ANOTHER GOVERNMENTAL AGENCY (OTHER SCHOOL DISTRICTS, COUNTIES, AND CITIES)

venlistbd.4g1	ALPHA VENDOR BID LIST	07/06/2022	Page: 39
Vendor#	Vendor Name/Contact/DBA	Address/City/ST/Zip	Bid Info/Phone/Fax
41000838	GOT YOU COVERED WORK WEAR & UNIFORMS JOE BRAAKSMA GOT YOU COVERED WORK WEAR & UNIFORMS	1212 E LANCASTER AVENUE FORT WORTH, TX 76102	BUYBOARD X5/25 #670-22 346-379-2084 OVER 50K APPROVED? Y
00002515	GRAINGER GRAINGER	2323 N FRAZIER CONROE, TX 77303-1754	NATIONAL IPA X6/25 RFP #20-04-09 X7 800-472-4643 936-523-4848 OVER 50K APPROVED? Y
38001375	GRAY ELLEN THE DANCE CLUB 4 KIDZ	17306 LAZY HILL LANE SPRING, TX 77379	RFP #17-01-01(A) X6/23
24001316	GRAYBAR ELECTRIC CO GREG SAURETTE	6161 BINGLE ROAD HOUSTON, TX 77092	OMNIA PARTNERS X1/23 EV2370 800-472-9227 - - OVER 50K APPROVED? Y
41000004	GREATER EAST TEXAS INSURANCE ASSOC	PO BOX 445 HEARNE, TX 77859	RFP# 20-04-04 X7/23
41000194	GREEN DREAM INTERNATIONAL LLC	32 WEST 8TH STREET SUITE 607 ERIE, PA 16501	RFP #20-07-02 X9/23
39000419	GREEN LIGHT GROUP TOURS GRAND FUND INC	7 OLD MISSION AVE SAINT AUGUSTINE, FL 32084	RFP 19-04-05 X7/22 904-819-1820 800-490-6898

BID OPPORTUNITIES

- **4 CATEGORIES – BIDS RELEASED (FALL, SPRING) AND AWARDED (NOV AND JUNE)**
 - **CATERING SERVICES**
 - **CTE SUPPLIES & MATERIALS**
 - **INSTRUCTIONAL SUPPLIES & MATERIALS FOR THE CLASSROOM**
 - **SUPPLEMENTAL CONTRACTED EDUCATIONAL & PROFESSIONAL DEVELOPMENT SERVICES**

CREATION OF VENDOR POOLS TO CREATE OPTIONS TO GET QUOTES TO MAKE LEGAL PURCHASES

The screenshot shows the 'Shopping A-Z' page for the Conroe Independent School District. At the top, there is a navigation bar with links for 'Parents/Students', 'Employees', 'Community', and 'MORE !'. Below this is a breadcrumb trail: 'HOME // FINANCIAL SERVICES-INTERNAL // SHOPPING A-Z'. A 'Google translate | English' dropdown is visible. The main heading is 'Shopping A-Z'. A red button labeled 'Back to Purchasing-Internal →' is located on the right. Below the heading, a text prompt says 'Click on a letter to jump down to that panel'. A row of letters 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' is displayed. Below the letters is a red button labeled 'CISD AWARDED VENDOR LIST PDF'. Underneath, the letter 'A a' is shown. Below that, there is a section for 'Activity Fund Checks – see Printed Forms'. A horizontal line separates this from a list of items: 'AC Filter Media' and 'AED's and Accessories', each with a plus sign icon to its right.

CONTRACTS – WHAT IS THE PROCESS?

1. ENSURE YOU ARE CONTACTING AN AWARDED VENDOR (CONTACT PURCHASING IF UNSURE)
2. REQUEST A QUOTE FROM THE VENDOR.
3. COMPLETE THE CONROE ISD PROFESSIONAL SERVICES CONTRACT AND SEND TO VENDOR FOR SIGNATURE.
4. SEND COMPLETED CONTRACT TO LEGAL FOR REVIEW AND DR. NULL'S APPROVAL (SIGNATURE).
5. ENTER A REQUISITION AND ATTACH THE QUOTE AND CONTRACT TO THE REQ.

AN AGREEMENT IS NOT VALID UNTIL THE CONTRACT IS SIGNED BY BOTH PARTIES AND A PURCHASE ORDER IS IN PLACE. GIVE YOURSELF PLENTY OF TIME TO ENSURE THIS IS IN PLACE PRIOR TO THE EVENT!

WITH FEDERAL FUNDS – YOU WILL NEED AT LEAST ONE ADDITIONAL QUOTE FOR COMPARISON.

FEDERAL FUND REQUIREMENTS


FEDERAL FUNDS (*EDGAR/ESSER)					
Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
For purchases less than \$49,999.99 FEDERAL FUNDS (Micro Purchase)	MIN 2 WRITTEN QUOTES (AWARDED VENDORS)	ATTACHED TO REQUISITION	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases between \$50,000.00 & \$249,999 FEDERAL FUNDS	MIN 2 WRITTEN QUOTES (AWARDED VENDORS)	PARTNER WITH PURCHASING	REQUIRED	APPROVAL ON OVER \$50K LIST	TBD
For purchases over \$250,000.00 FEDERAL FUNDS	PRICE AND COST ANALYSIS PRIOR	FORMAL BIDS (Education Code 44.031)	REQUIRED	AGENDA ITEM REQUIRED	REQUIRED * two (2) consecutive weeks
BASED ON AGGREGATE TOTAL COMMODITY SPEND FOR THE DISTRICT AND NOT INDIVIDUAL PURCHASES					

FEDERAL GUIDELINES BASED ON TEA GUIDANCE AS OF JULY 2021

REQUIRED TO SEEK AT LEAST TWO QUOTES AND USE THE PURCHASING QUOTE FORM TO DETERMINE “BEST VALUE”.

FEDERAL FUNDS: QUOTE FORM REQUIRED!

CONROE ISD QUOTE FORM Page 1 of _____



CONROE
INDEPENDENT
SCHOOL DISTRICT

Purchasing

INSTRUCTIONS FOR COMPLETION:

- 1) Per Board Policy, purchases between \$25,000 and \$49,999.99 require a minimum of two (2) written awarded vendor quotes. **"LOCAL FUNDS"**
- 2) Per EDGAR (Federal Guidelines) purchases using Federal Funds up to \$49,999.99 require a minimum of two (2) written awarded vendor quotes and partner with Purchasing for aggregate spend.
- 3) Vendor quotes **must be in writing** (i.e. Vendor Quotation form, Vendor email, Internet Quote, etc.).
- 4) All awards should be made to the vendor whose proposal offers the "best value" to Conroe ISD.
- 5) Awards based on "best value" may consider various factors, including but not limited to:
 - (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet District Needs, (f) Client Preferences, (g) Past Experience with Conroe ISD, and/or (h) any other relevant factor that ensures best value to the District.
- 6) Upon consideration of all factors, if all bids meet the District's needs, the award should be made to the lowest bidder.

NOTE: THE COMPLETED & SIGNED TABULATION FORM AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PURCHASE REQUISITION.

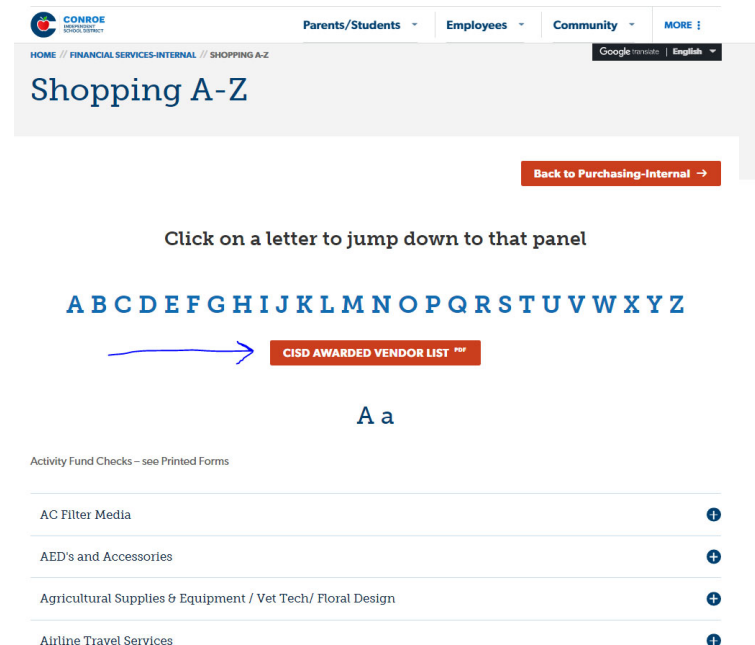
Informal Bids Tabulation Summary			VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4		VENDOR #5			
			UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED		
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT											
	1		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	2		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	3		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	4		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	5		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	6		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	7		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	8		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	9		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	10		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	11		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	12		ea	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
* DISCLOSURE NOTICE: By signing below, I hereby certify that all quotes recorded include all the firms that have been contacted for bids and their replies are reflected accurately on this form.			SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
			SHIPPING COST											
			TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			PAYMENT TERMS											
			F.O.B. SHIPPING TERMS											
			DELIVERY DATE											

All awards should be made based on "Best Value" to the District. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid.

- COMPARE “APPLES TO APPLES”
- SOLE SOURCE IS NOT AN OPTION
- SIMILAR IN FORM, FIT, OR FUNCTION
- IF NOT SELECTING THE LOWEST PRICE, EXPLAIN **IN DETAIL** WHY THIS MEETS THE NEEDS OVER THE OTHER LOWER PRICED OPTION (BEST VALUE).

WEBSITE INFORMATION – SHOPPING A-Z / AWARDED VENDOR LIST

Where can I find awarded vendors? How do I place an order for furniture? Where do I find charter bus vendors? Is this restaurant awarded for catering? Is {insert vendor name here} awarded?



The screenshot shows the 'Shopping A-Z' page on the Conroe ISD website. At the top, there is a navigation bar with the Conroe ISD logo, 'Parents/Students', 'Employees', 'Community', and 'MORE'. Below this is a breadcrumb trail: 'HOME // FINANCIAL SERVICES-INTERNAL // SHOPPING A-Z'. The main heading is 'Shopping A-Z'. A red button labeled 'Back to Purchasing-Internal' is visible. Below the heading, there is a text prompt: 'Click on a letter to jump down to that panel'. A row of letters 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' is displayed. A blue arrow points from the letter 'A' to a red button labeled 'CISD AWARDED VENDOR LIST'. Below this, the letter 'A a' is shown. A list of categories follows, each with a plus icon on the right: 'Activity Fund Checks – see Printed Forms', 'AC Filter Media', 'AED's and Accessories', 'Agricultural Supplies & Equipment / Vet Tech/ Floral Design', and 'Airline Travel Services'.

WEBSITE INFORMATION – INTERNAL PURCHASING WEBPAGE

- How do I order from Amazon/Sam's Club/Lowe's/Home Depot/ETC.????
- Where is the professional services contract form located?
- Where is the quote form for Federal Fund purchases?
- How do I order from Daniels?

Forms & Instructions for Specific Vendors

Forms

[Bid Request Form PDF](#)

[CISD Mileage Form](#)

[Professional Services Contract Rev. 9/2021 PDF](#)

[Photographer – Professional Services Contract Rev. 9/2021 PDF](#)

[Hotel_Tax_Exemption PDF](#)

[PO Cancellation Form PDF](#)

[PO Change Request Form * PDF](#) Use this form for adding/ removing a line. Use Change Order process in eFinance for increases/decreases. See [How To Enter Change Order Instructions PDF](#) *

[Quote Form To Use](#) You may also view a [Sample Quote Form for Same Items PDF](#) or a [Sample Quote Form for Similar Items PDF](#)

[Vendor Evaluation Form * see Vendor Evaluation link on this website](#)

[W9 Form Blank \(for Vendor\) PDF](#)

Instructions for Using Specific Vendors

[Amazon Instructions for List Users PDF](#)

[Amazon Instructions for Requisitioners PDF](#)

[B & H Photo PDF](#)

[Barnes & Noble PDF](#)

[Clothing Purchases PDF](#)

[Daniel Browse Instructions PDF](#)

[Daniel Ordering Instructions PDF](#)

[ESC Region 20 Purchasing Instructions PDF](#)

VENDOR FEEDBACK

Vendor Evaluation Form

Please provide detailed feedback on your experience with the vendor. The Purchasing Department will document this information in the vendor file and follow up with the vendor and employee on the incident. Please provide positive feedback as well in order to recognize vendors for going above and beyond to provide excellent customer service.

[Vendor Evaluation Form](#)

I am having issues with {insert vendor name here}. Who do I need to have this information?

- Allows Purchasing to follow up on the issue.
- Provide Feedback to the vendor.
- Assist with resolving the issue.

WEBSITE INFORMATION

What if I can't find a vendor on the website? Where do I begin?

Kelly Staubs

PURCHASING CLERK



✉ kstaubs@conroeisd.net

☎ TEL: 936-709-7705

Rachel Wood

PURCHASING CLERK



✉ rwood@conroeisd.net

☎ TEL: 936-709-7868

Start by contacting the Purchasing Clerks:

- **“Help Desk” for Purchasing**
- **Responsible for updating the Awarded Vendor List each month.**
- **Will direct you to the appropriate team member for assistance if they are unsure.**
- **Main priority is Customer Service for YOU!**

WAREHOUSE – FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

- Q: Do you have a delivery for me? +
- Q: When will my order be delivered? +
- Q: What items are available from the warehouse? +
- Q: How do I check the price of warehouse items? +
- Q: When will my warehouse order be delivered? +
- Q: How do I know if my warehouse order was approved? +
- Q: My order was delivered to campus but I am missing an item and/or I have a damaged item. +
- Q: I think I have an order that should have gone through the warehouse but it was delivered to campus instead. How do I know? And what should I do now? +
- Q: How do I get a copy of the warehouse paperwork? +
- Q: Why am I getting this email – noreply@myjumtrack.com? +
- Q: I need to return an item/order +
- Q: What warehouse should I use? +
- Q: Exceptions of what can be shipped through the warehouse +

ALL ORDERS **MUST** BE DELIVERED TO THE NORTH CENTRAL WAREHOUSE (727N), SOUTH CENTRAL WAREHOUSE (727S), or the Technology Learning Center Warehouse (728). A list of campuses (warehouse assignments) is available on the Warehouse website.

Exceptions

- a) Technology hardware and repairs (delivered to Technology Department – 728)
- b) Live specimens & chemicals
- c) Library books and videos (large orders with attachments ship to campus)
- d) Book binding (ship to 728)
- e) Trophies
- f) Daniels Orders
- g) Unusually heavy or bulky orders, such as lumber, clay, appliances, or any item over 50 lbs.
- h) Items for which installation is part of the purchase price
- i) Large lots of furniture, such as desks and/or chairs
- j) Repaired instruments
- k) Pianos
- l) Uniforms (Drill Team, Cheerleader, Band, etc.)
- m) Subscriptions
- n) Pickup orders

***Information located on Warehouse Internal page**

TRAVEL DEPARTMENT – CONTACT INFORMATION

- NEWLY CREATED TRAVEL DEPARTMENT UNDER THE PURCHASING/WAREHOUSE UMBRELLA
- SEEKING TO STREAMLINE PROCESSES
- IMPROVE CUSTOMER SERVICE ASPECT
- UPDATING POLICIES / PROCEDURES
- ASSIST WITH BOOKING LARGE GROUP TRAVELS.

Trice Clark

PROF TRAVEL COORDINATOR



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Latressa Davis

TRAVEL SPECIALIST



✉ ladavis@conroeisd.net

☎ TEL: 936-709-7712

PURCHASING / WAREHOUSE / TRAVEL STAFF

PURCHASING/WAREHOUSE/TRAVEL STAFF

Rick Reeves, RTSBA

DIRECTOR OF PURCHASING/WAREHOUSE/TRAVEL
| Finance



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Janet Bradley, CTSBS

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Latressa Davis

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PURCHASING / WAREHOUSE / TRAVEL STAFF

Warehouse Staff

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AUXIL SUPERVISOR/PUR WAREHOUSE



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Mark Wagner

LEAD WAREHOUSEPERSON-727S



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POP QUIZ TIME!!!!



QUESTION #1



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**JUST
JOKING**

