

Back to School Finance Training

July 26, 2023

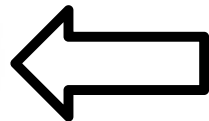
AGENDA

- 8:35 Welcome
- 8:40 Website Resources: Rachael Batalla
- 8:50 Budget: Janith Stowers
- 9:15 Accounts Payable: Shelly Cartwright and Cyndi Westrup
- 9:25 Activity Funds: Blair Delahoussaye
- 9:35 Travel: Trice Clark
- 10:05 Purchasing: Rick Reeves
- 10:35 Payroll: Rachel Jimenez
- 10:50 Q&A



CONROE
INDEPENDENT
SCHOOL DISTRICT

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.



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STUDENT ACTIVITY FUNDS
BLAIR DELAHOUSSEY
EXT. 97874



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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?

Yes Payroll Department for employee services

Yes Reimbursement only

No Contract or invoice

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

Check amount \$ _____



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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

CISD 281 (9/19)



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Positive Pay

- All checks should be entered into Positive Pay once added to the ledger in School Cash.
- I will handle any exceptions for your campus

T treasurygmt@woodforest.com
To: Blair B. Delahoussaye

☺ ↶ ↷ ↸ ⋮
Fri 07/14/23 8:36 AM

Caution: Do not click links or open attachments unless you know the sender and that the content is safe. Forward suspicious emails to security@conroeisd.net.

The following information has been sent to you as notification from the positive pay system.

----- MESSAGE 1 -----

Date: 07/14/2023 08:34 AM
Subject: Please process your exceptions
Institution: Woodforest National Bank
Client: Conroe Independent School District
Client Nickname: BirnhamWoods5408
Exception Count: 1

The system has created exceptions that need to be processed. Login to the system to process your exceptions.

----- MESSAGE 2 -----

Date: 07/14/2023 08:34 AM
Subject: Please process your exceptions
Institution: Woodforest National Bank
Client: Conroe Independent School District
Client Nickname: BushElem0338
Exception Count: 1

The system has created exceptions that need to be processed. Login to the system to process your exceptions.



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Adding Positive Pay to SSO



Add Your Own App

App Name *

Enter Name

Website URL *

Enter Positive Pay URL



Request Single Sign-on for this Application

Select icon- then Add App

Select Icon

Collapse All - Woodforest National Bank

- ! Exception Processing
 - Quick Exception Processing
- Transaction Processing
 - Submit Issued Check File
 - Add New Issued Check
 - Issued Check Processing Log
 - Void a Check**
 - Check Search
 - ACH Transaction Search
- Transaction Reports
 - Exception Items
 - Daily Checks Issued Summary
 - Voids
 - Stale Dated Checks
 - Check Reconciliation Summary
- Audit Reports
 - Transaction Audit Log
- System Reports
 - ACH Authorization Rules
 - Transaction Filters / Blocks

Void a Check

Step 1. Enter check information.

Client Nickname:

Check Number:

Check Amount:

Issued Date:

Step 2. Click the "Find Matching Check" button to find the check.

Step 3. Verify the check that will be voided.

Step 4. Click the "Void Check" button to complete the void process.

Note: Void history is retained within the system for 180 days after an item has been voided.

Checks that are voided in School Cash should be voided in Positive Pay



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Online Partial Payments

- Parents can now make online partial payments
- This feature allows parents to enter any amount over \$1 and pay over time

Financials Listed Price

School

School Year *

Issue Tax Receipts
(SchoolCashOnline only)

Online Partial Payments
(SchoolCashOnline only)

Bank Account *

Categories *

Category Name *	Category # *	GL Department	GL Name	Amount *
+ Add Category				

SchoolCash Online SIGN IN | ITEMS |

District board A

Fee Details

Trip to Europe - 2019/2020
District board A

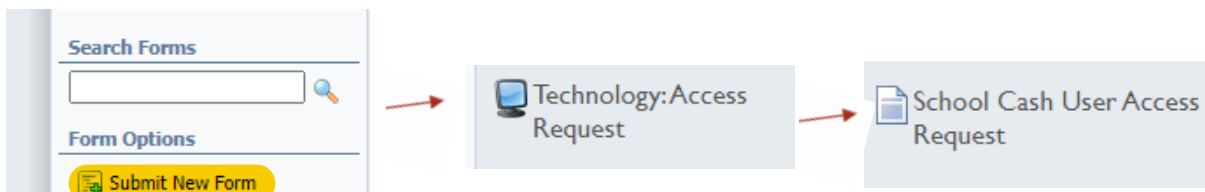
Item Price:	\$5225.25
<input checked="" type="checkbox"/> Pay a Partial amount	
Amount:	<input type="text" value="1000.00"/>
Balance:	\$4225.25



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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.
- No Venmo or payment should be made directly to teachers, staff, or coaches
- School Cash user access (new, revoke, or change) must be processed through Eduphoria.





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Credit Card Disputes

- Going forward any credit card disputes will be transferred from your AF account
- You will be responsible for collecting funds from the parent/child
- I will let you know the student ID & item in question

MERCHANT SERVICES
PO Box 6010
HAGERSTOWN, MD 21741-6010
USA

06/14/2021 (mm/dd/yyyy)

CONROE INDEPENDENT SCHOOL DIST
3205 WEST DAVIS
CONROE TX 77304
US

ID: 351712

DISPUTE NOTIFICATION

Dispute Type: FIRST CHARGEBACK

A financial adjustment has been made to your account as a result of a dispute. If you wish to contest, your response must be received no later than: **06/29/2021** (mm/dd/yyyy)

Issuer: CAPITAL ONE BANK (USA), NATIONAL ASSOCIATION
Case Number: 0321163534233
Adjustment Amount: 50.00
Reason: 34 / Point of Interaction Error

Original Transaction Detail Information			
Merchant Number:	00000518089424056398	Credit Card Number:	517805XXXXXX8932
Card Product Type:	Platinum MasterCard	Transaction Amount:	50.00
Batch Date (mm/dd/yyyy):		Transaction Date (mm/dd/yyyy):	06/04/2021
Invoice Number:		Alternate Amount:	0.00
Merchant Xref:		Transaction Method:	Electronic Commerce
Reference Number:	85180891157080080572967	POS Entry:	
Airline Ticket Number:		MCC:	8211
Custom Data:	SYS/PRIN: 8566/4200		



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22-23 Accruals

- Remember to get all 22-23 expenses paid prior to 8/31/23
- All outstanding invoices (that meet guidelines) paid after should be added to the 22-23 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



PROCUREMENT SERVICES DEPT



PURCHASING / WAREHOUSE / TRAVEL

- AWARDED VENDORS / BID OPPORTUNITIES
- CONTRACTS – WHAT IS THE PROCESS? WHERE DO I FIND THOSE VENDORS?
- PURCHASING WITH FEDERAL FUNDS
- REMINDERS
- 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 website interface. At the top left is the TEA logo (Texas Education Agency). To the right is a search bar with the text "Search tea.texas.gov" and a magnifying glass icon. Below the search bar are navigation links: "A - Z Index", "Contact", "Employment", "Sign Up for Updates", and "TEA Correspondence". A horizontal menu contains icons and labels for "About TEA", "Texas Schools", "Academics", "Finance & Grants", "Reports & Data", "Student Assessment", and "Texas Educators". Below this menu 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 the header is a paragraph: "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 §109.41 and 19 Texas Administrative Code §109.5001." To the right of the main content is a sidebar titled "Financial Compliance" with a list of 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

07/25/2023

Page: 20

Vendor#	Vendor Name/Contact/DBA	Address/City/ST/Zip	Bid Info/Phone/Fax
	ANDREW CLASSKICK	SUITE B PMB 50472 CHICAGO, IL 60612	312-798-9620 415-363-4321
42000944	CLASSLINK INC	45 EAST MADISON AVENUE SUITE 7 CLIFTON, NJ 07011	DIR-CPO-4493 X6/25 888-963-7550 OVER 50K APPROVED? Y
32000813	CLASSROOM LIBRARY COMPANY BEN CONN	3901 UNION BLVD STE 155 ST LOUIS, MO 63115	RFP 19-08-01A X7/24 888-318-2665 877-716-7272
28001091	CLEAN AIR SYSTEMS LLC JUSTINE CRABBE CLEAN AIR SYSTEMS LLC	19 KAYAK RIDGE DRIVE SPRING, TX 77389	RFP #20-07-02 X9/23 713-992-3507 - -
41000165	CLEAN LIVING DISINFECTANTS LLC	507 ATASCOCITA ROAD HUMBLE, TX 77396	RFP #20-07-02 X9/23
41000155	CLEANINT	2535 FM 685 SUITE 480 HUTTO, TX 78634	RFP #20-07-02 X9/23
42001510	CLIFFORD POWER SYSTEMS INC RUSTY MILLS	9310 EAST 46TH STREET NORTH TULSA, OK 74117	BUYBOARD #646-21 X6/24, #657-21 X11 918-359-2144 OVER 50K APPROVED? Y
34001116	CMC GOVERNMENT SERVICES	5200 KELLER SPRINGS RD DALLAS, TX 75248	BUYBOARD X3/26 #698-23 972-960-0800 800-211-5454
42001459	CMC NEPTUNE LLC	PO BOX 132691 TYLER, TX 75713	TIPS CONTRACT 210301 X5/24
80002749	COACHCOMM STEVE GAUVEY	205 TECHNOLOGY PKWY AUBURN, AL 36830	BUYBOARD X3/26 #696-23 800-749-2761 - - OVER 50K APPROVED? Y
35000309	COACHES VIDEO LLC	354 MCDONNELL SUITE 7 LEWISVILLE, TX 75057	EPIC 6 X6/24 972-221-3939 469-574-5412
27000270	COATS SHERRY	303 NORTH MAPLE GLADE CIRCLE THE WOODLANDS, TX 77382-1437	RFP #21-08-02 X11/26 281-296-9388
28000683	COBURNS SUPPLY COMPANY INC TODD BLAVAT	930 S FRAZIER STE A CONROE, TX 77301	CTPA HUNTSVILLE ISD RFB 2301 X11/23 936-760-3900 936-760-3509 OVER 50K APPROVED? Y
60000001	COCA COLA SOUTHWEST BEVERAGES LLC	ONE COCA COLA PLAZA NW ATLANTA, GA 30313	SPECIALITY BEVERAGE PURCHASE 844-561-2653 - -
41001424	COLLABORATIVE OFFICE INTERIORS INC	8 GREENWAY PLAZA SUITE 200 HOUSTON, TX 77046	TIPS #210305 X5/26 713-588-9086

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'. The main heading is 'Shopping A-Z'. A red button labeled 'Back to Purchasing-Internal' is located on the right. Below the heading, there is 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'. A red button labeled 'CISD AWARDED VENDOR LIST PDF' is positioned below the letters. Under the letter 'A', there is a sub-heading 'A a' and a list of items: 'Activity Fund Checks – see Printed Forms', 'AC Filter Media', and 'AED's and Accessories'. Each item has 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					
<i>*FEDERAL GUIDELINES BASED ON TEA GUIDANCE AS OF JULY 2021*</i>					

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 _____



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 References, (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.

				VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4		VENDOR #5	
Informal Bids Tabulation Summary				Vendor Name:									
				Quote Number:									
				Enter X for selected vendor									
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT	UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED	UNIT PRICE	EXTEN DED
	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	
				SHIPPING COST									
				TOTALS		\$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 top navigation bar of the Conroe Independent School District website. It includes the district logo, navigation links for 'Parents/Students', 'Employees', 'Community', and 'MORE', and search options for 'Google Translate' and 'English'. The main heading is 'Shopping A-Z'. Below this is a 'Back to Purchasing-Internal' button. A text instruction reads '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, with a blue arrow pointing to the letter 'C'. Below the arrow is a button labeled 'CISD AWARDED VENDOR LIST PDF'. Underneath, the letter 'A a' is shown. A list of categories follows, each with a plus icon: '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?
- Where is the quote form for Federal Fund purchases?
- How do I order from Daniels?

Forms & Instructions for Specific Vendors

Forms

[Bid Request Form](#) 



[CISD Mileage Form](#)

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

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

[Hotel_Tax_Exemption](#) 

[PO Cancellation Form](#) 

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

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

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

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

Instructions for Using Specific Vendors

[Amazon Instructions for List Users](#) 

[Amazon Instructions for Requisitioners](#) 


[B & H Photo](#) 

[Barnes & Noble](#) 

[Clothing Purchases](#) 

[Daniel Browse Instructions](#) 

[Daniel Ordering Instructions](#) 

[ESC Region 20 Purchasing Instructions](#) 

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

Laura Davidson

PURCHASING CLERK



✉ ldavidson@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!**

REMINDERS FOR 2023-24:

For Requisitions:

- **Warehouse Change to 727W – No longer 727N / 727S *All in one building***
- **Add shipping on all SUPPLY reqs (excluding travel / contracted services / non-delivery items such as Sam's Club)**
- **Do not use the "TRADE DISCOUNT" field**
- **Check for CURRENT Awarded Vendor list (on Purchasing Internal Webpage).**
- **Current forms (contract form, change order form, PO cancelation form) are on the internal website.**
- **Amazon orders – USE AS A LAST RESORT, not first option 😊**
- **End of Year Deadline – Fri Aug 18th, new funds available Sept 1st**



PURCHASING / WAREHOUSE / TRAVEL STAFF

PROCUREMENT SERVICES STAFF

Rick Reeves, RTSBA

DIRECTOR OF PROCUREMENT & BUSINESS SERVICES | Finance



✉ rreeves@conroeisd.net
☎ TEL: 936-709-7705
👤 SECRETARY: Kelly Staubs
✉ kstaubs@conroeisd.net

Katy LaBorde, RTSBA

BUYER



✉ klaborde@conroeisd.net
☎ TEL: 936-709-7748

Kelly Staubs

PURCHASING CLERK



✉ kstaubs@conroeisd.net
☎ TEL: 936-709-7705

Ryan Titzman, RTSBA

ASSISTANT DIRECTOR OF PROCUREMENT SERVICES | Finance



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☎ TEL: 936-709-7790

Stephanie Hendershot

BUYER



✉ purchasing@conroeisd.net
☎ TEL: 936-709-7809

Laura Davidson

PURCHASING CLERK



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☎ TEL: 936-709-7868

Ellie Bergeron

AUXIL SUPERVISOR/PUR WAREHOUSE



✉ ebergeron@conroeisd.net
☎ TEL: 936-709-7780

Emily Deska

BUYER



✉ edeska@conroeisd.net
☎ TEL: 936-709-7247

Trice Clark

TRAVEL COORDINATOR



✉ triclark@conroeisd.net
☎ TEL: 936-709-7750

Latressa Davis

TRAVEL SPECIALIST



✉ ladavis@conroeisd.net
☎ TEL: 936-709-7712

PURCHASING / WAREHOUSE / TRAVEL STAFF

Warehouse Staff

Ellie Bergeron

AUXIL SUPERVISOR/PUR WAREHOUSE



✉ ebergeron@conroeisd.net

☎ TEL: 936-709-7780

Michael Perry

LEAD WAREHOUSEPERSON-727N



✉ mperry@conroeisd.net

☎ TEL: 936-709-7778

Mark Wagner

LEAD WAREHOUSEPERSON-727S



✉ mwagner@conroeisd.net

☎ TEL: 832-592-8894

Travel

BACK-TO-SCHOOL FINANCE TRAINING



What We Approve

- Initial Travel Requests – with and without meal money
- Registration – In-person and Online *
- Car Rental/Charter *
- Hotel
- Mileage *



Travel Data (Sept.-June)

2021-2022

- 7,009 Transactions
- 2,600 Recaps +/-

2022-2023

- 8,294 Transactions
- 3,250 Recaps +/-
- 40 Travel Card Uses (Nov - June)



CONROE
INDEPENDENT
SCHOOL DISTRICT

Travel Increase (Sept.-June)

- 1,285 Transactions
- 650 Recaps +/-
- Travel Card Use



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INDEPENDENT
SCHOOL DISTRICT

The Process



CONROE
INDEPENDENT
SCHOOL DISTRICT

The Req Process

Travel Department

- This is processed by Trice
- Verifying that all required forms are attached
- Verifying that dollar value is accurate according to supporting documentation

Requestor/ Campus Sec.

- Enter reqs 15 days in advance
- Reply to emails as quickly as possible
- Provide additional documentation if requested
- Follow up on the status of reqs with “Needs Corrections”
- Keep an eye on the approval process
- Receive In System as soon as the req is approved



Travel Requisitions

- Department Code *
- Account Code *
- Comments
- Notes
- Description
- Commodity *
- Total Cost *
- No shipping lines if using 6411 or 6412 *

*denotes items that require a Needs Correction



Requisitions For Approval - CON2011_Live

Approve Deny Approve All Deny All Needs Correction Clear

Date: 06/01/2023 Period: 10/23

Status	Requisition	Requested	Vendor	Buyer	Amount	Comments
Open	831324	05/29/2023	CDW GOVERNMENT INC	RICHARD RODRIGUEZ	102,700.00	TPO'S IN THE NOTES,
Open	831475	05/31/2023	TEXAS HIGH SCHOOL COACHES	C DOUGHERTY	1,680.00	AD TPO# 123456
Open	831379	05/31/2023	PITNEY BOWES INC	ANN SIMPSON	118.77	BUYBOARD
Open	831036	05/24/2023	MANEUVERING THE MIDDLE LL	LINDA FARRINGTON	876.00	BUYBOARD X10/24 #653-21
Open	831292	05/30/2023	TEXAS GIRLS COACHES ASSOC	C DOUGHERTY	195.00	COACHING CLINIC
Open	831434	05/31/2023	AMAZON CAPITAL SERVICES I	KATHY AULD	136.75	CP# 22/04KN-01 X8/23
Open	830692	05/19/2023	NCS PEARSON INC (PEARSON	JESSICA GARZA	2,744.00	CTPA: PEARLAND ISD X6/26 2023-0602-09
Open	831573	06/01/2023	FAB SIGNS	IWONA SINHA	545.00	EPIC 6 X6/24
Open	831523	05/31/2023	MARK GALAN	THERESA PERRY	252.25	MILEAGE
Open	831306	05/30/2023	GULF COAST STATE COLLEGE	ANN SIMPSON	700.00	ONLINE EVENT
Open	831316	05/30/2023	LITERACY RESOURCES LLC	SUSAN TAYLOR	89.00	RFP #20-04-08 X7/25
Open	831494	05/31/2023	LAB RESOURCES INC	JESSICA GARZA	175.00	RFP 19-09-03A X11/24 RFP 20-02-04 X
Open	831396	05/31/2023	TEXAS PRIDE MARKETING	ANDREA WILLIAMS	4,769.74	RFP 20-08-07
Open	831504	05/31/2023	KOMMERCIAL KITCHENS	THERESA PERRY	5,063.00	RFP 22-06-02
Open	831510	05/31/2023	KOMMERCIAL KITCHENS	THERESA PERRY	48,470.00	RFP 22-06-02
Open	831243	05/26/2023	TEEX	ANDREA WILLIAMS	1,510.00	TPO #'S IN THE NOTES
Open	831398	05/31/2023	TEXAS A&M UNIVERSITY INST	JESSICA GARZA	3,390.00	TPO IN NOTES
Open	831262	05/30/2023	FCSTAT	C LIVINGSTON	495.00	TPO# 43027201
Open	831260	05/30/2023	FCSTAT	C LIVINGSTON	495.00	TPO# 43027249
Open	831304	05/30/2023	JAMES RAPP	C DOUGHERTY	0.00	TRAVEL APPROVAL
Open	831132	05/25/2023	DONALD ARMS	MIRO JONES	2,592.00	TRAVEL APPROVAL
Open	831112	05/25/2023	CHELSEA MALSON	MONICA BELLINGER	0.00	TRAVEL APPROVAL
Open	831284	05/30/2023	TERRI WADE	C DOUGHERTY	0.00	TRAVEL APPROVAL: COACHING SCHOOL

Attachments For Initial Travel Request

- Travel Request Form
- Travel Acknowledgment Form
- Roster – student and employee (when using 6412)
- Supporting Documentation – who, what, when, and where details



Attachments For Subsequent Request

- This is for reqs that are entered following the initial travel requests
 - 6412 – Student Travel
 - Supporting Documentation
 - Roster
- This is for reqs that are entered following the initial travel requests
 - 6411 – Employee Travel
 - Supporting Documentation



Check the Approval Status

- eFinance Plus > Requisition Approval Status
- Enter req # > Select the OK icon > click OK in the pop-up box
- Open the report

(reqapprlist.4g1)		Approval Status for Requisition No 832641				
Mon Jun 26 2023 14:17:45						
LOCATION	REQ NO	LINE NO	LEVEL	ACTION	APPROVER	ACTION DATE
877TRAV_SPED	832641	1	1	NO ACTION	REEVES, RICK	
877TRAV_SPED	832641	1	2	APPROVED	WIGGINS, KENDRA	06/21/2023
----- END OF REPORT -----						



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The PO Process

Travel
Department

- This is processed by Latressa
- Verifying that all required forms are attached and that nothing else is needed in order to pay
- Verifying that dollar value is accurate according to supporting documentation

Requestor/
Campus Sec.

- Reply to emails as quickly as possible
- Provide additional documentation if requested



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Travel PO

- A PO does not mean that the travel request is fully approved
- Notify/Copy Latressa on all Travel PO Change Orders
- The PO has to be received in system (RIS) in order to cut a check
- The PO has to be documented that a check will be picked up (not an email)
- POs are sorted in date order (it's important to ensure this is documented)



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The Recap Process

Travel
Department

- Recaps and returned recaps are processed in the order in which they are received
- If required information is missing or incomplete, recaps are sent back

Requestor/
Campus Sec.

- Original documentation only
- Ensure that funds are available for reimbursement
- In some cases, recaps can take up to 30 days to be processed
- Do not send cash



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Check for Recap Payment

- eFinance Plus > Transactions
- Select Encumbrance/Invoice
- Enter the Invoice/Receipt # (would be the PO # with a “R” on the end – XXXXXXXXR)
- Double-click on the transaction to see the full details
- You can also check with the employee to see if the reimbursement was deposited



Transaction Detail - CON2011_Live



Date: 06/26/2023 Period: 10/23

FUND
BUDGET UNIT
Account
PROJECT
PROJECT ACCT
Cash Account
Vendor
Receivable Account
Disbursement Fund
P.O. NUMBER
J E Number
Invoice/Receipt
Amount
Sales Tax
Description
Entered By
Warrant Number

[Redacted]

Liquidated

Use Tax

Year
Period
Transaction Code
Transaction Date
Date Entered
Due Date
Invoice Date
Discount Amount
Check Number
Check Date
Partial/Final
1099
Cleared
Void
Control Number
Bank Code

[Redacted]

Discount Amount

Partial/Final

1099

Cleared

Void

Travel Processing Cycle

Monday & Tuesday

- Reqs are being approved
- POs are being processed
- Reqs approved and converted to PO are considered for the week's check run

Wednesday


- POs are being processed
- Recaps are being processed
- Deadline is 2 pm for Travel to have all items to AP for the week's check run
- Reqs are being approved

Thursday & Friday

- POs are being processed
- Reqs are being approved
- Recaps are being processed



Forms



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 SCHOOL DISTRICT

Sponsor/Student Travel Request

Date: _____ Vendor #: _____

Travel Requisitions must be entered in eFinance Plus 15 days prior to trip.

Employee: _____ Campus/Department: _____

Purpose: _____

Above District? * YES NO City: _____

District policy states that an "Above District Event" is one for which students must qualify. All other travel expenditures must be charged to previously budgeted funds. A list of qualified students must be attached.

Departure: _____ Date: _____ Time AM/PM: _____ Return: _____ Date: _____ Time AM/PM: _____

Emergency Phone number (MANDATORY): _____

CASH ADVANCE REQUESTED: Should be entered on the requisition

Meals		Account code(s) to be charged	
# Students	# Meals	Total Meals	@ \$ 10.00 = \$ 0.00
		Student Meals	6412 Account Budget Unit Amount
# Sponsor(s)	# Meals	Total Meals	@ \$ 12.00 = \$ 0.00
		Sponsor Meals	6412 Account Budget Unit Amount

Comments: (ex. no overnight, AF paying, etc) _____

Total Meal Advance = \$ 0.00 Amt should equal advance requested \$ 0.00

OTHER ESTIMATED COSTS:

Transportation

Mode of Transportation	Additional Information
Students	(Comments/Confirmation/Trip#)
Sponsors	

Lease/Charter Vehicle Company _____ Est. Total _____

Lodging


	# Males	# Females	# Rooms	Additional Information
Students				Hotel Name
Sponsors				Comments

Total Rooms 0

Rooms X # Nights Cost per room = Est. Total \$ 0.00

Other Estimated Expenses (list registration/entry fees and any other costs associated with this trip)

Description of Expense	To Be Eligible For	Rate	Must Depart Before	Must Return After
	Breakfast	\$12.00	7:00 AM	8:00 AM
	Lunch	\$12.00	11:00 AM	1:00 PM
	Dinner	\$12.00	5:00 PM	7:00 PM



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Employee Travel Request

Date: _____ Account code to be charged: _____

Vendor #: _____ 6411 Account Budget Unit

Travel Requisitions must be entered in eFinance Plus 15 days prior to trip.

Employee: _____ Campus/Department: _____

Destination: _____ City: _____

Departure: _____ Date: _____ Time: _____ Purpose: _____

Return: _____ Date: _____ Time: _____

Include am/pm

Travel Associated Costs: (not entered on this Requisition) Comments

Meals: = _____ \$12.00 per meal to be reimbursed on Travel Recap. No meal advances.

Registration: = _____

Hotel: = _____

Employee will pay up front for hotel cost. Expenses will be added to Recap.

Funds advance requested with District issued check to hotel.

Note: Employee must provide confirmation that the hotel will accept a check prior to the event.


Transportation: = _____

Other: = _____

Estimated Cost of Trip: = \$ 0.00 A recap of ACTUAL expenses must be submitted within 5 days of your return.

Reminder: A separate requisition must be entered for registration, rental cars and for district funded hotels.

Additional Comments:



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Travel Recap

Employee Vendor #: _____

Date: _____

Original Travel PO# _____

Recap Completed By _____

FOR TRAVEL DEPARTMENT USE ONLY

Date Received:	Audited By:

Recap of Travel Expenses should be turned in within 5 days of your return with original receipts

Employee: _____ Campus/Department: _____

Destination: _____ City: _____

Departure: _____ (Date & time) (Include AM/PM) Return: _____ (Date & time) (Include AM/PM)

MEALS: Please recap the actual amount of students/sponsors that attended

Actual # of Students	# Meals	Total Meals	@ 10.00	= \$ 0.00	Student Meals	Total Meal Expense	= \$ 0.00
Actual # of Employee/Sponsor	# Meals	Total Meals	@ 12.00	= \$ 0.00	Employee/Sponsor Meals	Less Meal Advance	= \$ 0.00
						Difference	= \$ 0.00

Meals to be reimbursed from receipts = \$ _____ To be selected for only Group Meals or Grant funded meals.

Total of unrecap meal receipts for only Group Meals or Grant funded meals: _____ Meal Amount Due = \$ 0.00

Lodging: Original itemized receipts must be attached

How was lodging paid? District Check Employee Activity Funds Check Other (Please specify in comment box)

Original PO# for Lodging _____

Lodging total from hotel receipt = \$ _____

Amount from District issued check = \$ _____

Lodging Amount Due = \$ 0.00

Transportation: Original itemized receipts must be attached

Original PO# for Transportation _____

Miles x 0.655 = \$ 0.00

Gasoline (for lease vehicle) = \$ _____

Parking = \$ _____

Airline (baggage fees, etc) = \$ _____

Transportation Amount Due = \$ 0.00

Other Expenses: Original itemized receipts must be attached

Description of Expense = \$ _____ Amount _____

Description of Expense = \$ _____ Amount _____

Description of Expense = \$ _____ Amount _____

Other Expense Amount Due = \$ 0.00

Total Expenses in

Amount due back to CISD Budget Code _____

Amount due to employee Budget Code _____

No amount due

\$ 0.00

Budget code must match the original travel request. Funds must be available.

I hereby certify that the above expenses were actually incurred by me in the performance of my duties as an employee of Conroe Independent School District.

Employee/Sponsor in charge _____ Date _____ Principal/Director _____ Date _____

CISD Travel Card

- Effective September 1, 2023, all student lodging will be paid using the CISD Travel Card
- Funds are loaded based on the amount of the approved hotel PO
- Use of the cards are only for the nightly rate and applicable taxes for hotel stay
- Cards are issued/returned in person (interoffice is not allowed)
- Credit Card Form and Guidelines are available on the Travel Website



Accounts Payable

- Receive In System
- Enterprise

Requisition 832719;832720 Line 1,2,3,4,5,99 (832719) ; 1,2,3,4,99 (832720) Fully Approved

Retention: Default 2 Year Delete (2 years) Expires: Sat 6/21/2025 2:44 PM

W WAdmin@conroeisd.net
To: Kelly Staubs

Start reply with:

The requisitions below have a fully approved line item:

Requisition(s): 832719;832720
Line Items(s): 1,2,3,4,5,99 (832719) ; 1,2,3,4,99 (832720)



Contact Us

TRICE CLARK

936-709-7750 - triclark@conroeisd.net

LATRESSA DAVIS

936-709-7712 - ladavis@conroeisd.net



July 26, 2023 Finance Training – Payroll

Website Resources

- Pay & Due Date Schedules
- Manuals/Procedures
- Forms
- Kronos Manuals & Information

Contact payroll liaison for one-on-one training, if needed

- Send me an email if you do not know who your payroll liaison is

Access requests through Eduphoria Formspace

- Generally, one Kronos manager per campus due to limited number of manager licenses, temporary access can be granted, when necessary

Supplemental

- Job performed must be completed on employee timesheets. The job performed should not be “extra duty” or “other duty” – we need it to be more specific
- Alphabetize timesheets before scanning to payroll
- Employees cannot be paid for dates worked prior to their hire date. New teachers for 23-24 have an early start/hire date of 7/25 in order to accommodate payment for new teacher orientation. Employees with early start dates receiving supplemental pay cannot be paid prior to the first check in their check cycle (9/1 for 187-day teachers) due to TRS reporting.

Kronos

- Queries for missed punches and unexpected absences – weekly
- New version of Kronos coming in October – watch for training opportunity in September

Frontline

- Teaching & Learning needs time to approve Staff Development absences
- Staying on top of Frontline for your campus (ensuring absences are entered and approved for T&L Staff Development) helps them meet the payroll deadline so subs are paid out of the correct budget code
- Watch your email for requests from T&L so you can respond quickly to help them meet the deadlines

TRS – monthly deadlines are important – watch for email from Rose and make sure Kronos & Frontline are up-to-date for the month so that we can accurately report hours for all of employees.

WHO TO CALL WITH QUESTIONS

- Budget transfers: **Laura Keuchel**
- Need a new budget code set up: **Laura Keuchel**
- My principal or department approver can't see a requisition: **Kelly Staubs** or **Laura Davidson**
- Entering requisitions: **Kelly Staubs** or **Laura Davidson**
- Travel: **Trice Clark** or **Latressa Davis**
- Looking at my budget: **Laura Keuchel** or **Janith Stowers**
- Grant Budget: **Rachael Batalla**
- New Vendor setup: **Kelly Staubs** or **Laura Davidson**
- Above District funds: **Laura Keuchel**
- Activity Funds: **Blair Delahoussaye**
- Startup Funds: **Janith Stowers**
- What can I use this budget for: **Laura Keuchel** or **Janith Stowers**
- Is this an approved vendor: **Kelly Staubs** or **Laura Davidson**