Budgetary Services

The Budget Department is responsible for:

➢ Planning, implementing, and overseeing the budget for the entire district

➢ Overseeing and reporting financial data for federal and state grants, and

➢ Verifying budget codes used for all purchases and personnel charges district-wide.

Budget Code Format

199 – 11 – 6399 – CA – 001 – 11 – 000   2014

Fund   Function   Object   Sub-object   Org   Program Intent   Local   Year

---

Fund Code

199 – 11 – 6399 – CA – 001 – 11 – 000   2014

The fund code identifies the source of the funding– where the money is coming from and what populations can be served with the funds.

A list of fund codes used by KISD can be found in the Coding Chart.

Fund Code

Funds 100–199 are considered LOCAL.

Funds 200-299 are considered FEDERAL.

Funds 300-499 are considered STATE.

Funds 500-599 are considered DEBT SERVICE.

Funds 600-699 are considered CAPITAL PROJECTS.

Fund Code

Some Local Fund Numbers

- ➢199   General Fund serves all populations
- ➢131   Ed Foundation Grants
- ➢162   Special Education Population
- ➢163   Career & Technology Education Population
- ➢165   Bilingual/ELL Population
- ➢166   State Comp Ed serves At-Risk Populations
- ➢177   Gifted & Talented Population
- ➢178   Athletics

Fund Code

Some Federal Fund Numbers

- ➢211   Title I serves Low SES Populations
- ➢240   School Nutrition
- ➢224   IDEA-B serves Special Education
- ➢244   Perkins Grant serves CTE Population
- ➢263   Title III serves Bilingual/ELL Population
- ➢255   Title II, Part A

Fund Code

Some State Fund Numbers

- ➤ 386   Serves Deaf Special Education Population
- ➤ 499   GEAR Up

Function Code

199 – **11** – 6399 – CA – 001 – 11 – 000   2014

The function code identifies for what purpose/how the purchase will be used.

A list of function codes used by KISD can be found in the Coding Chart.

Function Code

11	Direct Instruction
12	Instructional Resources & Media Services—Library, Media Attendant, Campus Tech
13	Instructional Staff Development & Curriculum Development--includes Instructional Specialists
21	Instructional Administration—not used by campuses
23	School Leadership--Principal, Assistant Principals, Secretaries

Function Code

31	Guidance, Counseling Evaluation Services
32	Social Work Services
33	Health Services (Clinic)
34	Transportation—Not used by campuses
35	Food Service—Not used by campuses
36	Extracurricular Activities

Function Code

41	General Administration—Not used by campuses
51	Facilities Maintenance and Operations
52	Security and Monitoring Services
53	Data Processing—Not used by campuses
61	Community Services—includes Parenting
81	Facilities Acquisition/Construction—Not used by campuses

Review

199 – **11** – 6399 – CA – 001 – 11 – 000   2014

Based on what we've covered so far, you know that:

- ✓ Whatever is being purchased will be paid for using the general fund budget which means there is no specific audience for whom the funds are supposed to be used.
- ✓ The purchase will be used for instruction.

Object Code

199 – 11 – **6399** – CA – 001 – 11 – 000   2014

The object code identifies what type of item/service is being purchased.

A list of object codes used by KISD can be found in the Coding Chart.

Object Numbers

The object codes all fall into a particular object series/category based on the first two digits of the object code:

- ❖ <u>61</u>00s   Payroll for District Employees/Temps
- ❖ <u>62</u>00s   Professional/Contracted Services
- ❖ <u>63</u>00s   Supplies/Materials
- ❖ <u>64</u>00s   Other Operating Costs
- ❖ <u>66</u>00s   Capital Outlay

Object Codes
6100's Payroll

Objects in the 6100's are used for district payroll expenditures. These expenditures include:
- ➢ Salaries, stipends, supplemental pay for district personnel
- ➢ Temporary employees
- ➢ Substitutes
- ➢ District portion of Medicare, TRS, Workers Comp, Flex Benefits, and Insurance

Object Codes
6100's Payroll

- ❖ 6119   Salaries, Professional/Exempt Employees
- ❖ 6129   Salaries, Auxiliary/Non-Exempt Employees
- ❖ 6116   Subs for classroom staff professional development
- ❖ 6118   Supplemental Pay, Professional/Exempt
- ❖ 6121   Supplemental Pay, Auxiliary/Non-Exempt
- ❖ 6125   Temporary Employees

Object Codes
6100's Payroll

When combining these payroll codes with the function codes discussed previously, you can tell what type of employee is being paid and for what type of job.

Object Codes
6100's Payroll
11-6118

- ❖ Object 6118 signifies that a professional staff member is being paid
- ❖ Function 11 signifies that the activity the individual is being paid for is instructional in nature

This combination is usually used when paying a teacher, librarian, counselor, etc. for doing tutoring.
- ➢ Tutoring is function 11 regardless of who is doing it.

Object Codes

6100's Payroll

11-6121

❖ Object 6121 signifies that an auxiliary staff member is being paid
❖ Function 11 signifies that the activity the individual is being paid for is instructional in nature

This combination is usually used when paying an aide, secretary or parent liaison for doing tutoring.

➢ Tutoring is function 11 regardless of who is doing it.

Object Codes

6200's Contracted Services

Objects in the 6200's are used when paying for services. These expenditures include services such as:

➢ Consultants
➢ Online Subscriptions
➢ Repairs, Maintenance, Labor
➢ Fees payable to an Education Service Center

Object Codes

6200's Contracted Services

❖ 6239   Fees payable to any Texas Education Service Center for SERVICES they provide, such as workshops/conferences (services only—no materials)
❖ 6249   Maintenance or maintenance agreements, labor, installation
❖ 6291   Consultants—as defined in the TEA FASRG
❖ 6299   Other Miscellaneous Services (this includes access to websites)

Object Codes

6200's Contracted Services

When combining these contracted services codes with the function codes discussed previously, you can tell what type of service is being paid for and for what purpose.

Object Codes

6200's Contracted Services

13-6239

❖ Object 6239 signifies that a services has been performed by an Education Service Center (ESC)
❖ Function 13 signifies that the service being paid for was for classroom staff development

This combination is usually used when paying registration fees for a teacher or a CIS to attend a workshop at an ESC.

Object Codes

6200's Contracted Services

23-6239

❖ Object 6239 signifies that a services has been performed by an Education Service Center (ESC)
❖ Function 23 signifies that the service being paid for was for a member of the school leadership

This combination is usually used when paying registration fees for a principal or assistant principal to attend a workshop at an ESC.

Object Codes

6300's Supplies/Materials

Objects in the 6300's are used when paying for materials with a unit cost under $5,000. These expenditures include items such as:

➢Supplies—paper, pens, workbooks, etc.
➢Reading materials/books
➢Controlled items—computers, fax machines, etc.
➢Items printed by the KISD Print Shop

Object Codes

6300's Supplies/Materials

❖ 6399   Supplies—items with a unit cost under $1,000 unless otherwise specified
❖ 6329   Reading Materials—magazine & newspaper subscriptions not on-line, books not cataloged in the library
❖ 6395   Controlled Items, Non-Technology—items with a unit cost between $1,000-$4999 unless otherwise specified, not technology related
❖ 6398   Controlled Items, Technology—items with a unit cost between $1,000-$4999 unless otherwise specified, technology related

Object Codes

6300's Supplies/Materials

When combining these supplies/materials codes with the function codes discussed previously, you can tell what type of item is being purchased and for what purpose.

Object Codes

6300's Supplies/Materials

11-6399

❖Object 6399 indicates that a supply is being purchased.
❖Function 11 signifies that the supply is going to be used in the classroom for instruction.

This combination is used when paying for all types of classroom supplies to include paper, pens, staplers, etc.

Object Codes

6300's Supplies/Materials

12-6399

❖Object 6399 indicates that a supply is being purchased.
❖Function 12 signifies that the supply is going to be used in the library or by the media aide.

This combination is used when paying for all types of supplies used in the library to include paper, pens, staplers, etc.

Object Codes

6300's Supplies/Materials

13-6399

❖Object 6399 indicates that a supply is being purchased.
❖Function 13 signifies that the supply is going to be used for classroom staff development.

This combination is used when paying for supplies to be used for classroom teachers' staff development to include paper, pens, staplers, etc.

Object Codes

6300's Supplies/Materials

23-6399

❖Object 6399 indicates that a supply is being purchased.

❖Function 23 signifies that the supply is going to be used in the school's office.

This combination is used when paying for supplies to be used in the office to include paper, pens, staplers, etc.

Object Codes

6300's Supplies/Materials

31-6399

❖Object 6399 indicates that a supply is being purchased.

❖Function 31 signifies that the supply is going to be used by the counselor.

This combination is used when paying for supplies to be used by the counselor when performing the counseling job duties to include paper, pens, staplers, etc.

Object Codes

6300's Supplies/Materials

33-6399

❖Object 6399 indicates that a supply is being purchased.

❖Function 33 signifies that the supply is going to be used in the school's clinic.

This combination is used when paying for clinic supplies to include paper, pens, staplers, as well as items such as band-aids, tissues, etc.

Object Codes

6300's Supplies/Materials

51-6399

❖Object 6399 indicates that a supply is being purchased.

❖Function 51 signifies that the supply is going to be used for the building.

This combination is used when paying for building supplies such as trashcans.

Object Codes

6300's Supplies/Materials

The same object code can be used with a variety of functions as just demonstrated. The supply codes used in the previous examples show that while supplies were purchased in every instance, the reason for/use of the supplies is different.

Object Codes

6400's Other Operating Costs

Objects in the 6400's are used when paying for a variety of miscellaneous items/fees. These expenditures include things such as:

➢Student Travel

➢Staff Travel

➢Membership Fees/Dues

➢Food, Misc. Licenses (not software)

Object Codes

6400's Other Operating Costs

- ❖6412   Student travel and all non-yellow school bus costs associated with the travel
- ❖6411   Staff travel and all associated costs EXCEPT for fees payable to an Education Service Center
- ❖6495   Organization Membership Fees/Dues
- ❖6499   Miscellaneous—items such as food and professional licenses

Object Codes

6400's Other Operating Costs

13-6411

- ❖Object 6411 indicates that expenditures for employee travel are being paid.
- ❖Function 13 signifies that the travel is going to be done for classroom staff development.

This combination is used when paying for teacher or classroom aide travel when they are attending workshops for staff development.

Object Codes

6400's Other Operating Costs

12-6411

- ❖Object 6411 indicates that expenditures for employee travel are being paid.
- ❖Function 12 signifies that the travel is going to be done by employees in the library or by the media aide or campus tech.

This combination is used when paying for any of the above mentioned employees to travel.

Object Codes

6400's Other Operating Costs

23-6411

- ❖Object 6411 indicates that expenditures for employee travel are being paid.
- ❖Function 23 signifies that the travel is going to be done by employees who work in the office.

This combination is used when paying for the principal, assistant principals, or secretaries to travel.

Object Codes

6400's Other Operating Costs

31-6411

- ❖Object 6411 indicates that expenditures for employee travel are being paid.
- ❖Function 31 signifies that the travel is going to be done by the counselor.

This combination is used when paying for the counselor to travel.

Object Codes

6400's Other Operating Costs

The same object code can be used with a variety of functions as just demonstrated. The travel codes used in the previous examples show that while travel was being paid for in every instance, the people doing the traveling are different.

Object Codes

6600's Capital Outlay

Objects in the 6600's are used when paying for any capital outlay items. Capital outlay items are generally those with a unit cost of $5,000 or greater. These expenditures include things such as:

➢ Buildings
➢ Land
➢ Library Books
➢ Computer Labs (using federal funds)

Object Codes

6600's Capital Outlay

✓ An item is capitalized when the unit cost of that item meets or exceeds $5,000.

Object Codes

6600's Capital Outlay

Example:

A campus is going to purchase 5 computers for a classroom. The unit cost of each computer is $1,000 for a total cost of $5,000.

Is this a capital outlay purchase?

Object Codes

6600's Capital Outlay

Answer:

➢ No since unit cost of each computer is only $1,0000.

Object Codes

6600's Capital Outlay

Deciding on whether or not a purchase must be capitalized can be confusing. If you need help making that determination, feel free to contact the Budget Department for assistance.

Review

199 – **11** – **6399** – CA – 001 – 11 – 000   2014

Based on what we've covered so far, you know that:

✓ It will be paid for using the general fund budget.
✓ The purchase will be used for instruction.
✓ Whatever is being purchased is a supply.

Sub-object Code

199 – 11 – 6399 – **CA** – 001 – 11 – 000   2014

The Sub-object code is a locally defined code and can be used however the district chooses.

A list of Sub-object codes used by KISD can be found in the Coding Chart.

Sub-object Code

There are numerous Sub-object codes. Some of the ones you'll see the most include:

- ❖ 00   General
- ❖ CA   Campus Allocations
- ❖ DA   District Allocations
- ❖ FA   Fine Arts Allocations
- ❖ MA   Maintenance Allocations

Sub-object Code

There are numerous Sub-object codes. Some of the ones you'll see the most include:

- ❖ SA   Safety Allocations
- ❖ OL   Online
- ❖ HM   Hardware Maintenance
- ❖ SM   Software Maintenance

Review

199 – **11** – **6399** – **CA** – 001 – 11 – 000   2014

Based on what we've covered so far, you know that:

- ✓ It will paid for using the general fund budget.
- ✓ The purchase will be used for instruction.
- ✓ Whatever is being purchased is a supply.
- ✓ The budget code is a campus allocation.

Organization Code

199 – 11 – 6399 – CA – **001** – 11 – 000   2014

The organization code is used to identify each campus and department in the district.

A list of organization codes used by KISD can be found in the Coding Chart.

Organization Code

General Organization Code Classifications:
- ❖ Orgs 001-040   High Schools
- ❖ Orgs 041-099   Middle Schools
- ❖ Orgs 101-698   Elementary Schools
- ❖ Org 699   Summer School
- ❖ Orgs 701-799   Central Office Administration
- ❖ Orgs 800-997   Other Central Office
- ❖ Org 998   District-Wide Undistributed
- ❖ Org 999   District-Wide Distributed

Review

199 – **11** – **6399** – **CA** – **001** – 11 – 000   2014

Based on what we've covered so far, you know that:
- ✓ It will paid for using the general fund budget.
- ✓ The purchase will be used for instruction.
- ✓ Whatever is being purchased is a supply.
- ✓ The budget code is a campus allocation.
- ✓ The purchase is for Killeen High School.

Program Intent Code (PIC)

199 – 11 – 6399 – CA – 001 – **11** – 000   2014

The program intent code (PIC) is used to designate what group of students is being served.

A list of program intent codes used by KISD can be found in the Coding Chart.

Program Intent Code (PIC)

- ❖ 11 Basic Educational Services—Costs incurred to provide the basic education/instructional services.

- ❖ 21 Gifted and Talented (TAG)—Costs incurred to assess students for program placement and provide instructional services beyond the basic educational program for gifted and talented students.

Program Intent Code (PIC)

- ❖ 22 Career & Technology—Costs incurred to evaluate, place, and provide education to prepare students for gainful employment, advanced technical training or homemaking.

- ❖ 23 Special Education—Costs incurred to evaluate, place, and provide educational or other services to students with IEP's approved by an ARD committee.

Program Intent Code (PIC)

- ❖ 24 Compensatory Education/Accelerated Instruction—Costs incurred to use instructional strategies beyond basic services for students at risk of dropping out of school.

- ❖ 25 Bilingual/ELL—Costs incurred to evaluate, place, and provide educational/other services to make students proficient in the English language.

Program Intent Code (PIC)

- ❖ 26 Non Disciplinary Alternative Education—Costs incurred to provide services to students separated from the regular classroom in a non-disciplinary alternative education program and are at risk of dropping out.

- ❖ 28 Disciplinary Alternative Ed-Basic Services—All costs incurred to provide basic services to students who are separate from the regular classroom in a disciplinary alternative education program.

Program Intent Code (PIC)

❖29 Disciplinary Alternative Ed-Supplemental—Supplemental costs incurred to provide services to students separated from the regular classroom to a disciplinary alternative education program.

❖30 Title I, Part A School-Wide—Costs for Title I School-wide campuses

Program Intent Code (PIC)

❖31 High School Allotment

❖32 Pre-Kindergarten (salaries)

❖33 Pre-Kindergarten, Special Ed (salaries)

❖34 Pre-Kindergarten, State Comp Ed (salaries)

Program Intent Code (PIC)

❖35 Pre-Kindergarten, Bilingual (salaries)

❖91 Athletics

❖99 Undistributed

Program Intent Code (PIC)

Program Intent Codes can get confusing when you first start using them. In general:

➢IF fund and function are   199-11
   ✓ THEN Program Intent Code is   11

➢IF fund and function are other than 199-11
   ✓ THEN Program Intent Code is   99

Program Intent Code (PIC)

Some examples of PICs	
199-23-6329-CA-102-99-000	Fund=199, Function=Not 11 ,means PIC = 99
199-11-6329-CA-102-11-000	Fund=199, Function= 11 ,means PIC = 11
211-11-6399-00-105-30-000	Fund=211, Org=105, means PIC = 30 (low SES %)
211-11-6399-00-108-24-000	Fund=211, Org=108, means PIC = 24 (low SES %)
166-13-6411-00-053-24-AR0	Fund=166, Org=053 (not Title I), means PIC=24
166-13-6411-00-128-30-AR0	Fund=166, Org=128 (Title I), means PIC=30
177-11-6399-00-007-21-000	Fund = 177 means PIC = 21
162-11-6121-00-875-23-000	Fund = 162 means PIC = 23
163-13-6411-00-003-22-000	Fund=163 means PIC = 22
128-11-6299-OL-008-31-000	Fund = 128 means PIC = 31

Review

199 – **11** – **6399** – **CA** – **001** – **11** – 000   2014

Based on what we've covered so far, you know that:
   ✓It will paid for using the general fund budget.
   ✓The purchase will be used for instruction.
   ✓Whatever is being purchased is a supply.
   ✓The budget code is a campus allocation.
   ✓The purchase is for Killeen High School.
   ✓The purchase is for basic educational services.

Local Code

199 – 11 – 6399 – CA – 001 – 11 – **000**   2014

The local code is another code, like the Sub-object, that is used per the District's discretion.

A partial list of local codes used by KISD can be found in the Coding Chart.

Local Code

Examples of local codes:
- 000   General
- DG0   District Growth
- AVD   AVID
- AP0   Assistant Principal
- PL0   Principal

Local Code

Local codes can be used to keep certain programmatic expenditures together. Take the AVID Program for example. All AVID budget code end in AVD. We are able to track expenditures that are spent solely for AVID by using these codes. Codes ending in AVD can only be transferred to other codes ending in AVD.

Review

199 – 11 – 6399 – CA – 001 – 11 – 000   2014

Based on what we've covered so far, you know what the entire budget code means:

- Killeen High School is purchasing instructional supplies for any student to use and they are paying for this out of their general fund code.

Year

199 – 11 – 6399 – CA – 001 – 11 – 000   **2014**

How the year field is used depends on whether the fund is defined as a fiscal fund or a program fund.
- For fiscal funds, the year field matches the fiscal year.
- For program funds, the year field matches the program year.

Year

199 – 11 – 6399 – CA – 001 – 11 – 000   **2014**

Fiscal Year
        September 1 through August 31

Program Year
        Varies depending on the fund

Year

199 – 11 – 6399 – CA – 001 – 11 – 000   **2014**

Program year funds generally cross fiscal Years—they happen during more than 1 fiscal year.

Year

199 – 11 – 6399 – CA – 001 – 11 – 000   **2014**

Fund 211 starts July 1 and ends September 30 the following year. This one Program Year spans 3 Fiscal Years.

Program Year 2014 = July 1, 2013 – Sep 30, 2014

Grant is open in the following months of the Fiscal Years:

FY 2013	July and August 2013
FY 2014	September 2013 through August 2014
FY 2015	September 2014

Year

199 – 11 – 6399 – CA – 001 – 11 – 000   **2014**

At the same time, the 211 Program Year 2013 funds run from July 1, 2012 through Sept. 30, 2013.

The same fund has 2 Program Year grants running at the same time:

July 2012 – September 2013

Budgeting

How do regular campuses get their funds?

Per student $ amount   x   # of students

➤ Based on student projection numbers
➤ Per student amount the same within each grade-span—High, Middle, Elementary

Campuses plan their own budgets based on the calculated allocation.

Budgeting

How do special campuses get their funds?

Special campus budgets are planned by:
➤ Assistant Superintendent
➤ Chief CTE Officer
➤ Executive Director for Special Education

Budgeting

How do departments get their funds?
• *Flat allocations based on the current year budget.*

What if a department needs more?
• *Complete a Request for Increase in Funds form entirely and send to Budget.*

General Information on Budget Codes

Payroll Codes (61xx)

Salary codes shown below are planned centrally:

6119	6129	6112	
6116	6122	613x	614x

Campuses/Departments have no control over these EXCEPT when they plan them in their grants or use them with supplemental pay.

General Information on Budget Codes

Payroll Codes (61xx)

Supplemental Pay & Temporary Employee Codes

6118	6121	6125

Campuses/Departments are responsible for these codes and must cover any shortages as well as any "benefit" shortages.

General Information on Budget Codes

Services Codes (62xx)

These codes are used when paying people, other than district employees, to perform services.

When paying for repairs, installation, maintenance, or labor use object 6249.

General Information on Budget Codes

Services Codes (62xx)

When paying a fee to an Education Service Center for ANY SERVICE they provide, use object 6239.

When paying for rentals/operating leases use object 6269.

General Information on Budget Codes

Services Codes (62xx)

Object 6219 is ONLY used for services requiring certain state licensure:

- Accounting
- Architecture
- Landscape Architecture
- Land Surveying
- Medicine
- Optometry
- Professional Engineering
- Real Estate Appraising
- Professional Nursing

General Information on Budget Codes

Services Codes (62xx)

Object 6291 (Consultants) is used when paying for someone to help improve performance through analysis of existing problems and development of future plans.

Most other services will be charged to 6299.

General Information on Budget Codes

Materials Codes (63xx)

These codes are used when purchasing items with a unit cost under $5,000.

When purchasing books, magazines, newspaper subscriptions (not online) use 6329.

General Information on Budget Codes

Materials Codes (63xx)

When purchasing testing materials use object 6339.

When purchasing non-technology controlled items use 6395. These are items with a unit cost of $1,000-$4999 or other specific items AND they do not require approval by Technology.

General Information on Budget Codes

Materials Codes (63xx)

When purchasing technology controlled items use 6398. These are items with a unit cost of $1,000-$4999 or other specific items AND they DO require approval by Technology.

When purchasing software by itself with a unit cost under $1,000, use object 6396.

General Information on Budget Codes

Materials Codes (63xx)

When purchasing supplies such as pens, paper, workbooks, CDs that are not software, etc., use object 6399.

General Information on Budget Codes

Other Operating Codes (64xx)

These codes are used when paying for misc. operating expenses - fees, travel, food, etc. not mentioned previously.

When purchasing food not associated with travel, use object 6499.

General Information on Budget Codes

Other Operating Codes (64xx)

When paying for employee travel (registration fees, lodging, meals, mileage) use object 6411 as long as you are not paying an Education Service Center directly.

General Information on Budget Codes

Other Operating Codes (64xx)

When paying for student travel (entrance fees, meals, lodging) use object 6412. Do not use this object to pay for yellow school buses used to transport students. That is object 6494.

General Information on Budget Codes

Other Operating Codes (64xx)

When paying for membership fees to organizations, use object 6495.

When paying miscellaneous fees or licenses, use object 6499.

General Information on Budget Codes

Debt Services (65xx)

Codes in this object series are only used by Business Services Departments.

General Information on Budget Codes

Capital Outlay (66xx)

These codes are used when purchasing items with a unit cost of $5,000 or more.

General Information on Budget Codes

Capital Outlay (66xx)

EXCEPTION:

Any items to be cataloged in the library. These are coded to 6669 regardless of the unit cost. The district must consider all items cataloged in the library as a "unit." As a result, all items are considered capital outlay.

TEAMS Access & Training

The TEAMS program is used for all financial transactions (except Activity Funds). Access to TEAMS is based on a user's position and position control number (PCN). If a PCN currently does not have TEAMS access and needs it, the supervisor will need to send an e-mail to HEAT Helpdesk requesting access. If a PCN does have access and people change, nothing needs to be done.

TEAMS Access & Training

Register for TEAMS training through LEARN. You get to LEARN through KISD Connect.

TEAMS training will provide you with detailed instructions on the various purchasing and budget aspects of the system.

Approvals

The Budget Department approves all of the following for the entire District:
- Requisitions
- Budget Change Requests (BCRs)
- Employee Advance/Reimbursements (EARs)
- Check Requests (CRs)

Approvals

Approvals are done throughout the day. Please do not call and request immediate approval for something you enter unless you are walking it through for immediate payment or ordering.

Gifts

Cash or merchandise can be donated to your campus/department.

For campuses, if cash is donated, the decision needs to be made whether to have the funds deposited into activity funds or into the budgeted funds.

Gifts

If cash will be deposited into budgeted funds:

- Complete the District Gift Approval Form (found on the Budget Department website)

- Send the completed form along with the check to the Budget Department.

Gifts

If merchandise is donated:

- Complete the District Gift Approval Form (found on the Budget Department website)

- Send the completed form to the Property Management Department. They will determine whether or not the item can be accepted.

Federal Professional Leaves & Reimbursements

When employees travel, they must complete a professional leave form PRIOR to the trip.

➤ If no reimbursement will be requested, the campus/department will keep the completed form as proof of trip approval. The form does not need to be sent anywhere.

➤ If reimbursement is requested, the campus/ department will complete the professional leave form and enter the information into an EAR in TEAMS.

Federal Professional Leaves & Reimbursements

If at least one of the fund codes is in the range 200-499 EXCEPT FOR 240 and 242, a Federal Professional Leave form and a Federal Professional Leave reimbursement form will need to be used.

If the funds are only in the 100's then a Local Professional Leave form and a Local Professional Leave reimbursement form will need to be used.

Federal Professional Leaves & Reimbursements

All professional leave and professional leave reimbursement forms can be found on the Budget Department website.

If using funds in the 200s-400s, the Budget Department website also has a document that contains important information when using federal/state funds for traveling.

Federal Professional Leaves & Reimbursements

Some things to remember about federal/state funds and travel include:
➤ Per Diem is NOT allowed.
➤ Meals to be reimbursed require DETAILED receipts.
➤ Travel CANNOT be prepaid.

Please review the documentation PRIOR to traveling.

Conclusion

Thank you for participating in our briefing!

If you have any budget questions, please call us at:

254-336-0031
or
254-336-0030