GREENE COUNTY BOARD OF EDUCATION SCHOOL ACCOUNTING HANDBOOK Instructions and examples for Principals; Teachers and Staff. **Greene County BOE – Finance Department** 7/14/2009

TABLE OF CONTENTS

INTRODUCTION

- **Section 1** Requisition Procedures
 - 1.1 Example of completed requisition form
- **Section 2** Travel Expense Statement Procedures
 - 2.1 Example of completed travel expense statement
- **Section 3** Registration Procedures
- Section 4 Account Number instructions and information for completing Requisition Forms
 - 4.1 Program Number Descriptions
 - **4.2 Function Number Descriptions**
 - 4.3 Object Number Descriptions
- Section 5 Human Resource Procedures
 - **5.1** New Employee Procedures
 - **5.2** Terminated Employee Procedures
 - 5.2a New Employee check list
 - 5.2b Check list for Terminated Employee
 - **5.3 Workers Compensation Procedures**
 - **5.4 Payroll Leave Report**

INTRODUCTION

The Greene County Board of Education Finance Department is providing this School Accounting Manual to assist Principals and Staff responsible for completing required forms for the Finance Department.

Important Points to consider:

To limit disruption to you and your staff and ensure supplies and materials are available, please allow adequate time before submitting requisitions to the Central Office for approval. The approval process must be completed by the Assistant Superintendent and the requisitions submitted to Accounts Payable before any orders can be placed with vendors.

Dates to remember:

Requisitions

- are to be legibly **COMPLETED and SIGNED** by the teacher
- complete vendor information including address and/or FAX NUMBER should be included
- approved by the Principal or Supervisor
- include the expenditure account being charged *** 10-100-0-1081-1000-61000-0101-1
- requisitions should also include
 - Quantity being purchased
 - o item number
 - o description
 - o unit price
 - o Total
- Requisitions should then be sent to the **Central Office Assistant Superintendent** for approval
- After approval; requisitions is sent to Accounts Payable Department for processing
- Requisitions NOT APPROVED are returned to the School
- Once orders are placed the BLUE AND GOLD Purchase Order copy is returned to the school
- Check in procedures GOLD COPY
 - o Indicate the DATE RECEIVED
 - o Full signature of person checking in the order
 - o Stamp that reflects order has been received should be included
 - o Send the GOLD copy to accounts payable

GREENE COUNTY SCHOOL SYSTEM

REQUISITION FORM

s - 01510

Th	is form	is to be prepared	for all requeste	ed purchases from vendors.	Page	of
DAT	E:	XX-XX-	XXXX	,		
		nation (Must be	, ,	Ship To Address:		
		ANY WY			Name	
Vend	or Name	-		School	name addre	
Stree	_ //n	y Street Address/Box	Number	School Street Address/Bo	addre ·	5.5
			1 1			
City	1119	State		Department (Optional)		
Fax #	X	<x-xxx-)< td=""><td>(XXX)</td><td>City Any Sta</td><td>te State</td><td>12345 Zip</td></x-xxx-)<>	(XXX)	City Any Sta	te State	12345 Zip
SCHO	OL: A	NY Scho	o a l	REQUESTED BY: teac	her's na	me
	IPAL'S TURE: _	Principa	al and for D	Greeter ADMINISTRATOR'S SIGNATURE:	uperint	endent
				EFORE PROCESSING):	,	
LXI LI				D- 61000-0101-1		
			1000	0,000-01017		
QTY.	Unit	Item No.		Description	Unit Price	TOTAL
5	ea	XXX	penci	ls	1.00	5.00
1	Ct	XXX	adding	machine tape	55.00	55.00
10	dz	XXX	pens		2.00	20.00
					, , , ,	80.00
		;		1,10,000	1 1	
				April 2000 (1)	1 1	
						-
				Land Branch of the A		
					1 1	
					1 1	,
					1.2	
					1	

TRAVEL VOUCHERS:

PRIOR TO INCURRING ANY TRAVEL EXPENSE, EMPLOYEE SHOULD FIRST OBTAIN APPROVAL FROM THEIR IMMEDIATE SUPERVISOR AND THE ASSISTANT SUPERINTENDENT. NOTE: TRAVEL THAT IS NOT PREAPPROVED WILL NOT BE REIMBURSED

Forms can be found on the School System's Web Site under "site map" FORMS

Travel Expense Form:

- are to be legibly **COMPLETED** and **SIGNED** by the employee
- include required receipts for lodging or additional expenditures
- approved by the Principal or Supervisor
- submitted to Central Office for Administrative approval
- submitted to the Accounts Payable Department for processing

Updated Travel Regulations can be found at http://sao.georgia.gov

GREENE \ ITY SCHOOLS EMPLOYEE IN-STATE TRAVEL EXPENSE STATEMENT

Reporting Period L. Lense From: Jan 1 To: Jan 31

				WEL EXPEN	OF RIVIEW	7141	From;	Jan-1 To:	Jan 3
ANY Who				Sch	ol no	A	,		-
lace of Residence School a	110		Hendquarters						
face of Residence (Street)	(00		An	ywhere		GA	7/		
123-45-6789			(City)			(State)		000	
ocial Security Number				67	890		tap)		
			Employer's Pay	rolf #	3.10				
Day Common Carrier Tayle !									
Day Common Carrier, Taxi/Limousine Receip	- reded	Amount	Day	Miscellaneo	us	0			
						Receipt	needed		Amount
The will consider the second			1.5						
Superior Company and a superior of the company of the superior	2000		10 Page 111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	arta. Armanian dan dan	a g Parcetty Collection is an in-	20.00			Carl County
otal Amount (Enter in Accomplish live)	A	44 BX	15 m						
otal Amount (Enter in Appropriate line of expense section, from side)	omenes as spare	ACT BUILDING	Total Amo	unt (Enter in Appro	Signate Process	Sale in St.	1887 - Carlon	makin i	- , -
		Van Webstelle		ant Coner in Appro	priate line of expens	e section, front-side) of the trial of the second		
Day Registration Fees Receipt needed	AND COMPANY COMPANY		1				er resignate de la socie	Bex 1811 a	25/2.525
		mount	Explain an	y expenses that	are unusual or c	xceed extablish	ed limite.	taking to pre-	1000
・ 日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日	STREET COLUMNS	1.64.756.4位分子	A LEADING	an Bouleville		Pills in the story	elder out the second of the second	A Park	
Control of the Contro	March Committee		T			5	nd Day and which have a second	g region in the second	rogi sociali Shibi kunda
tal Amount is seed as seed as a seed of the seed of th	种种种的类型	Will Valentie	10.2 Market 10.2	国政策等的。但其时间	经营产的工作。 化二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十	The second is the second secon	CONTRACTOR OF STREET STREET	THE STATE OF	All the best time
A CHIVALLE CENTER Appropriate Land Commence Comm		e consiste being activities	The same of the sa					A PROPERTY OF THE PARTY OF	
And Alloutt (Enter in Appropriate line of expense section from side)	STATE OF STREET	of the all the				4			A)
	Albert of the					745		and Arrest	
	Albert of the								
do solemnly (swear, under criminal penalty of felony)	for false statement	s subject to	1. Total S	ubsistence (atta	ch lodging reco	pts)		Aller	
do solemnly swear, under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonm	for false statement nent for not less one	s subject to	1. Total S	ubsistence (atta on Carrier & M	ch lodging recei	The same of the same	Preints)		
do solemnly swear, under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonm	for false statement nent for not less one	s subject to	1. Total S 2. Comm	ubsistence (atta	ch lodging recei	oenses (attach r	eceipts)		
do solemnly swear, under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonm five years, that the above statements are true and penses and the state use mileage in the discharge of my office.	for false statement nent for not less one	s subject to	1. Total S 2. Comm 2. 3. Registr 4. State U	ubsistence (atta on Carrier & M ation Fees (atta se Mileage	ch lodging recei iscellancous Ex ch receipts)	oenses (attach r	eceipty)		
do solemnly swear, under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonm five years, that the above statements are true and penses and the state use mileage in the discharge of my office.	for false statemen nent for not less one Is have incurred the cial duties for the st	s subject to or not more he descrived ate."	1. Total S 2. Commo	oubsistence (atta on Carrier & M ation Fees (atta se Mileage	ch lodging recei iscellaneous Ex ch receipts)	© ,50 <u>5</u>	Cents per Mile		
do solemnly swear, under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprison in five years, that the above statements are true; and penses and the state use mileage in the discharge of my office.	for false statemen nent for not less one Is have incurred the cial duties for the st	s subject to or not more he descrived ate."	1. Total S 2. Commo	oubsistence (atta on Carrier & M ation Fees (atta se Mileage	ch lodging recei iscellaneous Ex ch receipts)	© ,50 <u>5</u>	Cents per Mile	4 5	
do solemnly swear, under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonm five years, that the above statements are true and penses and the state use mileage in the discharge of my office.	for false statemen nent for not less one Is have incurred the cial duties for the st	s subject to or not more he descrived ate."	1. Total S 2. Commo	oubsistence (atta on Carrier & M ation Fees (atta se Mileage	ch lodging recei iscellaneous Ex ch receipts)	© ,50 <u>5</u>	Cents per Mile Total Expenses Less: Travel Advance of	of the Board age	Part of the second of the seco
do solemnly swear. Under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprison an five years, that the above statements are true and penses and the state use mileage in the discharge of my office.	for false statemen nent for not less one Is have incurred the cial duties for the st	s subject to or not more he descrived ate."	1. Total S 2. Commo	oubsistence (atta on Carrier & M ation Fees (atta se Mileage	ch lodging recei iscellaneous Ex ch receipts)	© ,50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance	of the Board age	
do solemnly swear. Under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprison an five years, that the above statements are true and penses and the state use mileage in the discharge of my office.	for false statemen nent for not less one Is have incurred the cial duties for the st	s subject to or not more he descrived ate."	1. Total S 2. Comm 2. 3. Registr 4. State U	oubsistence (atta on Carrier & M ation Fees (atta se Mileage	ch lodging recei iscellaneous Ex ch receipts)	© ,50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tki, No.	of the Board age	
do solemnly swear, under criminal penalty of fetony nishment by fine of not more than \$1,000 or by imprisonm an five years, that the above statements are true and penses and the state use mileage in the discharge of my offi	for false statemen nent for not less one Is have incurred the cial duties for the st	s subject to or not more he descrived ate."	1. Total S 2. Commo	oubsistence (atta on Carrier & M ation Fees (atta se Mileage	ch lodging recei iscellaneous Ex ch receipts)	© ,50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance	of the Board age	
do solemnly swear, under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonment five years, that the above statements are true and penses and the state use mileage in the discharge of my officers of the discharge of the discharge of my officers of the discharge of	for faise statement nent for not less one Is have incurred; it cial duties for the st	s subject to or not more the descrived ate. " Admired Date Appropriate of the second	1. Total S 2. Comm 2. Registr 4. State U (Must be repo	oubsistence (atta on Carrier & M ation Fees (atta see Mileage and by submodule with Direct	ch lodging receiseellancous E (ch receipls) is the receipls in the receiple in	© ,50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tki, No.	of the Board age	
do solemnly swear under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonm an five years; that the above statements are true; and penses and the state use mileage in the discharge of my officery. Due to the discharge of my officery of the discharge of my officery.	for false statement nent for not less one II have incurred at cial duties for the st	s subject to or not more he descrived ate."	1. Total S 2. Comm 2. Registr 3. Registr 4. State U (Must be rep. ipe / You	Subsistence (atta on Carrier & M atton Fees (atta see Mileage and by submobile mile Dircc Function	ch lodging receiseellancous Experenced as here.	© ,50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tki, No.	of the Board age	
do solemnly swear under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprisonment five years; that the above statements are true; and penses and the state use mileage in the discharge of my officer. One of the penses are true; and the discharge of my officer. One of the penses are true; and penses are true; and the discharge of my officer. One of the penses are true; and true; are true; are true; are true; and true; are true; a	for false statement nent for not less one II have incurred at cial duties for the st	s subject to or not more the descrived ate." Advanced Date. 4 pp. 20 4 pp. 4	1. Total S 2. Comm 2. Registr 4. State U (Must be repo	oubsistence (atta on Carrier & M ation Fees (atta see Mileage and by submodule with Direct	ch lodging receiseellancous Experienced as hards	(@ , 50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tkt. No. Net Reimbursement	of the Board age	
do solemnly swear, under criminal penalty of fetony also man the penalty of fetony and the years, that the above statements are true and penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the state use mileage in the discharge of my office the penses and the penses and the penses and the state use mileage in the discharge of my office the penses and the p	for false statement nent for not less one II have incurred at cial duties for the st	s subject to or not more the descrived ate." Advanced Date. 4 pp. 20 4 pp. 4	1. Total S 2. Comm 2. Registr 3. Registr 4. State U (Must be rep. ipe / You	Subsistence (atta on Carrier & M atton Fees (atta see Mileage and by submobile mile Dircc Function	ch lodging receiscellaneous E (ch receipts) & Cape record as back) Object 58000 58000	(@ , 50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tkt. No. Net Reimbursement	of the Board age	
do solemnly swear under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprison an five years, that the above statements are true and penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use my officery of my office	for false statement nent for not less one II have incurred at cial duties for the st	s subject to or not more the descrived ate." Advanced Date. 4 pp. 20 4 pp. 4	1. Total S 2. Comm 2. Registr 3. Registr 4. State U (Must be rep. ipe / You	Subsistence (atta on Carrier & M atton Fees (atta see Mileage and by submobile mile Dircc Function	Ch lodging receiscellaneous E (ch receipts) & Object 58000 58000	(@ , 50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tkt. No. Net Reimbursement	of the Board age	
do solemnly swear under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprison an five years, that the above statements are true and penses and the state use mileage in the discharge of my officery. Dury Dury Dury Dury Dury Dury Dury Dury	for false statement nent for not less one II have incurred at cial duties for the st	s subject to or not more the descrived ate." Advanced Date. 4 pp. 20 4 pp. 4	1. Total S 2. Comm 2. Registr 3. Registr 4. State U (Must be rep. ipe / You	Subsistence (atta on Carrier & M atton Fees (atta see Mileage and by submobile mile Dircc Function	Ch lodging receiscellancous E is cellancous E is ch receipts) & Ch receipts & Ch recei	(@ , 50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tkt. No. Net Reimbursement	of the Board age	
do solemnly swear under criminal penalty of felony nishment by fine of not more than \$1,000 or by imprison an five years, that the above statements are true and penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use mileage in the discharge of my officery of my officery of the penses and the state use my officery of my office	for false statement nent for not less one II have incurred at cial duties for the st	s subject to or not more the descrived ate." Advanced Date. 4 pp. 20 4 pp. 4	1. Total S 2. Comm 2. Registr 3. Registr 4. State U (Must be rep. ipe / You	Subsistence (atta on Carrier & M atton Fees (atta see Mileage and by submobile mile Dircc Function	Ch lodging receiscellaneous E (ch receipts) & Object 58000 58000	(@ , 50 <u>5</u>	Cents per Mile 1+2+3 Total Expenses Less: Travel Advance o Airline Ticket Advance Tkt. No. Net Reimbursement	of the Board age	

SUBS 1. CE Note: You will need to attach re-

Month	Day		me	Brea	kfast	Lui						
	/	6:30 am	Return	Location	Amount	Location	Amount		ner	Lod	ging	
Jan -	_ 2	6.30 am	7:00pm				Amount	Location	Amount	Location	Amount	Totals
			1700pm						-			
												-
				-				-				
	5 15 12 2	100000	. 42. 2						7 7 75 2	andresse.	100	
4.0	Although Sulsas	and the second	To	otals:	12.308565 1855 Va	and care and	61 15	78 57 Sp. 5	e pirasi	SELECTION OF THE	- The tile	. 70
			A CONTRACTOR OF THE PARTY OF TH	1000		STREET, STREET	T Fare Control		an deliberatedon			

lonth B B Dav	Dright P	oints Visited 30	Decti	notion 3 2 3 4 20	Starting	- Ending	ich continuous t		Property Control	
Date Solonth	BOF		RCSA		Mileage	Mileage	Mileage -	Mileage	State-Use - Mileage	Program
								de statement. Restaurante	Marie Sales	
42.50 (2.50)							Market Sept.	等。 全 中 中 中 中 中 中 中 中 中 中 中 中 中	STATE OF THE PARTY	
								ALCONOMIC SECTIONS	Market S	
				encentario Sentrario						CONTRACTOR
4 2000000					AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED		CALEBOOK S			ON ASIA
Caracaga and	Charles Market	TOTAL PROPERTY.			A STATE OF THE STA	Single Control	Transfer s	The distance	and the second	Caving to the comp

Conference

System Car

GA Tag No. Required

State Use Miles

Registration Procedures:

PLEASE NOTE REGISTRATION FOR MEETINGS, TRAINING, ETC. NEED TO BE
SUBMITTED TO ACCOUNTS PAYABLE AT LEAST ONE MONTH PRIOR TO THE DATE
OF THE EVENT. TO ENSURE THAT YOU'RE PLACE AT THE EVENT IS RESERVED NO
LAST MINUTE REGISTRATIONS WILL BE PROCESSED. NO EXCEPTIONS MADE PER
FINANCE DEPARTMENT.

- Requisition is required to be completed and should be LEGIABLE and SIGNED by the teacher
- complete registration information including address and/or FAX NUMBER should be included
- approved by the Principal or Supervisor
- include the expenditure account being charged *** 10-100-0-1210-2210-81000-0101-1
- completed Registration Form if available can be attached to the Requisition Form
- Requisitions and supporting documentation should then be sent to the Central Office –
 Assistant Superintendent for approval
- After approval; requisition is sent to Accounts Payable Department for processing
- Requisitions for Registrations NOT APPROVED are returned to the School

EXPENDITURE ACCOUNTS FOR 2009-2010

The following expenditure account number segments should guide all financial coding on purchase orders and other financial documents:

Fund	Program	Function	Object Code	Facility
XXX	XXXX	XXXX	XXXX	XXXX

The format of the tables are included on the following pages. All fund numbers, program numbers and object codes have been included.

Fund Numbers -100 – General Fund - to be used for State and Local expenditures

4xx – Federal Program Funds – to be used for specific Federal Grant s 5xx - Other Program Funds - to be used for Other Funds (Charter Schools)

6xx - School Nutrition Funds

Program Number Description

0000 UNDEFINED

1011 QBE KINDERGARTEN

1021 QBE GRADES 1 - 3

1031 GRADES 6-8

1041 QBE GRADES 9 - 12

1051 QBE GRADES 4 & 5

1061 QBE KND EARLY INTERVENTION

1071 QBE PRIMARY EARLY INTERVENTION

1081 QBE MIDDLE SCHOOL PROGRAM

1091 QBE EIP GRADES 4 - 5

1210 STAFF DEVELOPMENT

1310 MEDIA CENTERS

1320 PUPIL TRANSPORTATION

1321 SCHOOL FIELD TRIPS

Function Number Description

10-100-XXXX-**1000**-61000-0173

Instructional expenditures are charged to function 1000. Examples are books, writing materials, board markers, etc. Things that the teacher would use are also charged to these accounts. Overhead projectors, maps, teachers supplies.

10-100-XXXX-**2100**-61000-0173

Pupil Services expenditures are charged to function 2100. Examples are testing materials and services such as ITBS expenses. Expenditures for counselors are charged to pupil services. Nursing supplies can also be charged to these accounts.

10-100-XXXX-**2210**-61000-0173

Staff Development expenditures are charged to function 2210. Stipends, training material for teachers and staff, travel and registration fees associated with training are charged to these accounts.

10-100-XXXX-**2220**-61000-0173

Media expenditures are charged to function 2220.

10-100-XXXX-**2400**-61000-0173

School Administration expenditures are charged to function 2400. Expenditures associated with the school's administration, such as office supplies, postage and printing are charged to these accounts.

Object Number Description

53000-53040 **COMMUNICATION** Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services, postage machine rental, postage and fax services.

58000 **TRAVEL -EMPLOYEES** Expenditures for transportation, meals, hotel, and other expenses associated with staff travel for the LUA's. Consultants' travel is recorded in object 300.

61000 **SUPPLIES** All supply items which cannot be properly classified as technology supplies, computer software, energy, food usage, textbooks or books and periodicals, as defined in objects 6110, 6120, 6200, 6300, 6410 and 6420.

This would include office supplies, paper, cleaning supplies, etc. Also, printing cost, when the supplies are a major part of the expense, would be recorded here.

61200 **SUPPLIES -TECHNOLOGY RELATED** Technology related supplies including supplies that are typically used in conjunction with technology related hardware or software.

61500 Expendable Equipment with life of less than one year or less than \$5,000 ie: printers

61600 Computer Equipment – not software

64100 Textbooks

64200 Books other than Textbooks

81000 Fees, Registrations, etc.

Human Resources

<u>Procedures – New Employee</u>

Complete forms for Insurance; Withholdings and Direct Deposit with the Payroll Department located in the Central Office – SEE Checklist

Obtain District Identification Card from the High School Media Center

Computers are issued and tracked by the Technology Department - check with your School Media Center.

<u>Procedures – Terminated Employee</u>

Complete list of check out items from Human Resources including return of all equipment and identification card before final paycheck will be mailed.

Complete the exit interview form and return it to Human Resources.

Leave Reports

Payroll leave reports are due to payroll as indicated on the school calendar

Principals are responsible for ensuring that leave forms are completed and tallied onto the excel spread sheet.

Workers Compensation Procedures

- All job related accidents must be reported using the WC-1 form. The Central Office needs to receive a completed WC-1 form within 24 hours of the accident.
- The WC-1 form is to be completed by the employer, not the employee. It is the employer's responsibility to investigate the accident. When completing the WC-1, please include the time, location, name, witnesses, details of the accident, and the employee's current address.
- Please make all employees aware of the Panel of Physicians, located in the administrative office and/or the teacher's lounge. Services rendered by the employee's personal physician may not be covered under workers compensation.

			School			
			Payroll Period			
Emp#	Last Name	First Name	Position	Reason	Date	Bub Last Nam
Code	Reason					İ
SLST	Sick					
PERS	Personal					
PROF	Professional Developmen	nt				
OTHER	Jury, Field Trip, etc.	-				