

SECTION 1000

ADMINISTRATIVE DIRECTIVES

BILLING ADDRESS

REVIEWED 2002
JIM FEUERBORN

All bills, invoices, or statements considered for payment by the board shall be addressed to:

Hickman Mills C-1 School District
Attn: Accounts Payable
9000 Old Santa Fe Road
Kansas City, MO 64138-3998

BUILDING LEVEL CONTRACTUAL ARRANGEMENTS

REVIEWED 2002

JIM FEUERBORN

Issued 9/20/93

John Dean

Contractual arrangements instituted for individual building needs may be entered into by the building principal after review and approval by the associate superintendent/business/designee. These contracts are for activities, services or supplies that meet specific individual building needs, and may not exceed \$1,000 in annual district expenditures. These contracts cannot be for a term exceeding one year and must be budgeted. Any contract not meeting all four conditions will be arranged through and executed by the district's Business Office.

Once approval for entering into the contract is given, these building level contractual arrangements are to be managed and supervised by the building administration. The associate superintendent/business and/or Business Office will assist in this matter only if called upon.

DEPOSIT OF SCHOOL FUNDS

REVIEWED 2002

JIM FEUERBORN

Revised 6/3/91

Helen Merrigan

All funds collected by students or district employees for the district shall be deposited to the credit of the school district in the district bank accounts.

Activity and student organization funds shall be deposited immediately to the credit of the school district and shall be disbursed on order of the Board (Policies of the Board of Education). This is to include funds collected by student organizations as well as proceeds from concession stands and vending machines.

Deposits are to be made regularly so that large amounts of cash are not held in any building. In no situation shall funds be held over a weekend.

Receipts for all bank deposits should be forwarded to the Business Office immediately. Deposits made on the last working day of any month are to be reported to the Business Office no later than noon the next working day.

All personal checks received in school offices from students, parents or patrons should be deposited to the district general bank account immediately. Checks should not be held.

Checks returned by the bank to the Business Office as uncollectable by the bank will be forwarded to the appropriate school office that should contact the person who wrote the check and ask for it to be redeemed at the school office.

Employees should be instructed that should an incident occur, they should fully cooperate and not hesitate to turn over any funds they are transporting. Many times situations can be resolved or avoided by offering no resistance.

FLOWERS AT DEATH

REVISED 2002
MARGE WILLIAMS

The superintendent/designee is authorized to send flowers or make a contribution to a charitable organization on behalf of the Board of Education when appropriate for significant illness or death.

GIFTS TO THE DISTRICT - EQUIPMENT/BOOKS/ETC.

REVISED 2002

JIM FEUERBORN

Revised May 1991

Earl Yuille

Gifts to the school district will be referred to the appropriate administrator who will determine acceptance and need.

Final acceptance and need will be approved by the Board of Education.

A letter of acknowledgement by the Board of Education will be sent to the donator upon acceptance of gift/donated items.

LESS THAN THREE BIDS PRESENTED

Issued 10/26/04

Benjamin Calia

If less than three bids are presented to the Board of Education, an explanation shall be provided in the bid recommendation.

PAYMENT OF BILLS

REVIEWED 2002
JIM FEUERBORN

All bills submitted with a purchase order by the third of the month shall be presented for payment during that month.

PERSONAL ITEMS LEFT AT SCHOOL

REVIEWED 2002

JIM FEUERBORN

Issued June 1991

Helen Merrigan

Employees are advised not to leave personal items or equipment on school district property. Personal items or equipment should not be listed on building content inventory.

PROCEDURE FOR REPORTING THEFT OR DAMAGE OF COMPUTER,
AUDIOVISUAL AND MUSIC EQUIPMENT

REVIEWED 2002

JIM FEUERBORN

Issued August 1993

Helen Merrigan

The above three categories of equipment are itemized on the district inland marine insurance policy. The filing of any claim with the insurance company differs from other district losses. Below is a step-by-step procedure of what to do when any theft or damage occurs:

1. Prepare a burglary/vandalism report listing details.
2. File a report with the police.
3. Forward the report and police report receipt to the Administration Center.
4. List on the vandalism report the inventory item number and serial number (if applicable).

When the above paperwork is received, the Business Office will request the actual police report at which time the insurance company will be notified.

The insurance company will not process any claim without all of the above information. There must be a police report with each claim.

SUPPLIES AND MATERIALS

REVIEWED 2002
JIM FEUERBORN

1. Purchasing of supplies and materials is made on the basis of a purchase order signed by the purchasing agent working under the supervision of the budget director. All purchases should be initiated by a purchase order signed by an administrator or a director in charge of a department, and signed by the purchasing agent or associate superintendent/business. The district shall not be liable for purchases made in any other manner.

2. The school district purchasing agent is encouraged to select products manufactured, assembled or produced in the United States if the quality and price are comparable with other products. Contracts made for public works construction, alteration, repair or maintenance shall contain a provision requesting the contractor or any subcontractors use American products in the performance of the contract whenever the quality and price are comparable with other products.