



Treasurer's Handbook

Adopted: July 20, 2004

SCHOOL PROPERTIES DISPOSAL

Real Property

Surplus and/or abandoned property of the district may be sold in the following manner:

1. The Board will vote on any decision to sell real property.
2. A majority vote of the Board is required to sell any real property.
3. The property will be sold to the highest bidder at public auction in accordance with law.
4. A sign will be posted on the property announcing the sale and date of the sale.
5. The Board will reserve the right to reject any or all bids.

All money received from the sale of real property will be deposited in a district account to be determined by the Board and the treasurer. In all instances, records of the disposal of real property will be permanently maintained. The Board will instruct the superintendent as to the disposition of any property that is not saleable.

Equipment, Textbooks, Materials and Supplies

The Board will dispose of surplus or obsolete equipment, textbooks, materials and supplies no longer required to accomplish the mission of the school system. Disposal of such items will take place only after the treasurer, the director of operations and, when appropriate, the director of curriculum assure that they are no longer of any use to the district.

Surplus items will be classified and disposed of as follows:

1. Items having no resale value - These may be offered without cost to charitable and/or civic organizations, or disposed of by the most efficient method, without Board approval.
2. Items having resale value - These may be
 - a. disposed of by the superintendent or his/her designee with Board approval at the most advantageous price.
 - b. disposed of by advertising in accordance with Ohio law and sold to the highest bidder.

The Board reserves the right to reject all bids.

All money received from the sale of equipment, textbooks, materials or supplies will be deposited in the General Fund of the district. Records of the disposal will be maintained for five years.

ORC 3313.41

TAX ISSUES

The Olentangy Board of Education will examine financial needs in advance of any levy or bond elections. The Board may, and should, provide the public with information on school building needs and on levy and bond elections; however, it will not use district funds to promote approval of school-related tax issues.

To promote community support, a citizen committee for better schools may be encouraged to form.

- Ohio CONST. art XII, §2; §5
- ORC Chapter 133
 - 3313.46
 - 3315.02
 - 3501.01
- Chapter 5705

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*Required

Current Policies of the School Board are in the Treasurer’s Office and on the District’s Official Website

**ANNUAL BUDGET AND ANNUAL APPROPRIATIONS
MEASURE/BUDGET MODIFICATION AUTHORITY**

Budget

The purpose of the annual operating budget is to identify adequate financial resources for the education program and to provide a basis for accountability in fiscal management.

Public school budgeting is regulated and controlled by statute and state regulations and requirements of the Board of Education. A budget is required for every fund that a school district uses in its yearly operation.

The treasurer and his/her staff will be responsible for the preparation of the annual school budget and presentation of the budget to the Board of Education for adoption.

Each school district must prepare a five-year projection of revenues and expenditures, commonly known as the "five-year forecast." The five-year forecast must be filed with the Department of Education on specified dates set by the state legislature.

Appropriations

As permitted by law, no later than July 1, the Olentangy Board of Education may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the district until such time as the Board approves the annual appropriation resolution for the year, which will be not later than October 1 or after the Second Certificate of Estimated Resources.

The treasurer will file both the temporary and final appropriations measures at the proper time with the Office of the County Auditor.

It will be the responsibility of the treasurer to examine the appropriation categories and make the necessary recommendations to the Board of Education.

ORC 9.34
3313.18
5705.14-16; 5705.36; -5705.412; 5705.391

CASH IN SCHOOL BUILDINGS

Moneys collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students.

All moneys collected are receipted, accounted for and deposited the next business day, if possible. In the event the treasurer or person in charge of an activity is unable to deposit the money the same business day, the money will be accounted for and deposited in a secure environment. The money can be held no longer than three business days after receipt, and the amount must be under \$1000. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

ORC 9.38

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Olentangy Board maintains that to safeguard and provide for the efficient financial operation of student activities, the funds of these activities will be managed by an activity account clerk, working under the jurisdiction of the treasurer. The treasurer will be authorized to receive and disburse student funds in support of the entire school activity program. The treasurer must be a bonded employee and will be directly responsible for the proper accounting of student activity funds.

Requests for purchases from student activities funds can be made only by faculty advisers, coaches, teachers or other personnel assigned to an activity and appointed by the Board. These requests must be approved in writing by the elementary, middle school or high school principal or other person designated by the superintendent.

An accounting of all student funds will be made monthly, and a report of this account will be made by the treasurer to the Board. The account system will comply with the regulations of the Auditor of State. The system will separate and verify each transaction and show the sources from which the funds revenue is received, the amount collected source and the amount expected for each purpose.

ORC 3313.25;3313.811
3315.062

BUDGET PLANNING

Budget planning for the district will be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the school district. Budget planning will be a year-round process involving broad participation by administrators, teachers and other personnel throughout the school district.

Although the immediate concern will be the ensuing fiscal year, budget projections should be prepared for at least four years beyond the one currently under consideration. Budget planning will be related to the district's goals, objectives and programs. The policy of the Olentangy Board of Education will be to follow the planned projections as closely as possible.

The budget will reflect in detail the educational programs previously approved. Any changes or alterations in programs will have been approved by vote of the Board.

ORC 5705.01; 5705.28-5705.32; 5705.35; 5705.36; 5705.37; 5705.39; 5705.391

TAX BUDGET PREPARATION

The purpose of the annual tax budget or alternative tax budget (if the County Budget Commission waives the tax budget requirements) is to enable the County Budget Commission to establish tax rates and serve as a basis for certification of revenue to the district.

The Board directs the treasurer to present the tax budget or alternative tax budget to the Board prior to the established deadline by the County Budget Commission each year. When presented to the Board for review and/or adoption, the tax budget shall indicate the information required by the State Auditor's Office.

The annual tax budget is regulated and controlled by Ohio law and requirements of the County Budget Commission in which the district is located. The Board may establish additional budget requirements for funds at its disposal.

ORC 5705.28; 5705.281, 5705.29, 5705.30

PAYMENT OF NEGOTIATIONS COSTS

The Olentangy Board of Education shall appropriate funds to provide representation for the school district in the collective bargaining process. The costs of negotiations will vary depending upon the Board's use of professional negotiators and the involvement of school administrators and experienced staff.

ORC 4117.14

SALARY DEDUCTIONS

Except for deductions for absence not covered by paid leave or those required by law, salary deductions will be allowed only upon authorization by the employee and approval by the Olentangy Board of Education.

The following deductions are required:

1. federal, state and local income tax;
2. employee's share of retirement contribution according to current rate as set by law;
3. absence not covered by paid leave; and
4. Medicare deduction in compliance with federal law.

Other deductions will be in accordance with the negotiated agreement and/or Board policy.

In cases when an employee is absent from duty and there is no sick leave applicable or when the absence is unauthorized, the salary deduction for each day of unauthorized absence will be based on the current salary divided by the number of employee work days in the official school calendar as adopted by the Board of Education.

ORC 9.41-9.43; 9.80-9.81; 9.90
 145.37
 3307.51
 3313.262
 3917.04

BUDGET TRANSFER AUTHORITY

Transfer of money among appropriation accounts within each major fund and any transfers permitted by law from major fund to major fund will require Olentangy Board of Education action.

Transfers Between Categories

During the final quarter of the fiscal year, appropriation categories will be examined and the year-end status of each will be estimated. Before the close of the fiscal year, the Board may authorize the treasurer to transfer moneys from those categories in which a surplus is anticipated into those in which a deficit is anticipated as permitted by state or federal statute.

Transfers between funds as permitted by state or federal statutes will require Board action and may require approval from the Court of Common Pleas and the Tax Commissioner.

ORC 5705.14; 5705.15; 5705.16; 5705.40

FUNDING PROPOSALS AND APPLICATIONS

The superintendent will consider whether to apply for any federal aid for which it is eligible. The Board charges the administrative staff with the responsibility to evaluate federally funded programs, including their possible benefits to the students in the school district, apprise the Board of the worth of each and make recommendations accordingly.

The district will participate to the fullest in application for and use of funds provided by the State of Ohio for the educational benefit of the district.

ORC 3313.20

transportation between the hotel and the conference site, as well as personal safety, should be considered.

- (c) Should an employee select alternative lodging as outlined in (b) above, with a difference between the CONUS rates and the hotel rate greater than \$30.00 per day, then s/he will need to provide written documentation, supporting the reason for their hotel selection. This support should be provided at the time they submit receipts to the treasurer for reimbursement consideration. The treasurer shall process the reimbursement request, provided the difference in hotel rates, as described above, is less than \$30.00 per day. Should this difference be greater than \$30.00 per day, the reimbursement request for the hotel expenses should be brought to the Board by the treasurer at the next regular Board meeting and presented for approval during the "Action Items" section of the meeting.
- (d) In-state lodging expenses will be eligible for reimbursement if the meeting/conference is at least seventy-five (75) miles, one way, from the district office.
- (e) To be eligible for reimbursement of lodging costs, employees must submit original receipts documenting lodging expenses.
- (f) Meal Reimbursement
 - i) Employees may receive reimbursement for daily meals in accordance with the Meal and Incidental Expense (M&IE) Internal Revenue Service Publication 1542. For cities not listed, the CONUS rate will be used. A copy of IRS Publication 1542 is located in the district treasurer's office. Employees must present receipts documenting the actual costs and gratuity of the daily meals.
 - ii) Alcoholic beverages will not be reimbursed.
 - iii) Reimbursement will be made for meals consumed by employees when they are representing Olentangy Schools at a planned event that has advance registration.

4. Other Reimbursable Expenses

If an expense for telephone, cellular telephone, telegraph, fax, postage, or certified or registered mail, the claim may be made on a form prescribed by the treasurer as a "miscellaneous expense." An explanation must be given, such as the origin and destination of the call. A receipt should be obtained when possible.

5. Reimbursement Form and Receipts

Reimbursement for expenses incurred in connection with school district business will only be obtained by submitting a form prescribed by the treasurer to the treasurer's office within 10 days after the completion of the activity. Employees who incur reimbursable mileage and parking in the normal performance of their duties may submit forms on a monthly basis. Forms not submitted within the required time frame may be subject to non-payment.

The signed original expense form is required for reimbursement.

- (a) Attachments to Reimbursement Form: Required are original, itemized receipts for cash expenditures for travel by common carrier; local transportation; car rentals; parking, tolls, bridge and ferry charges; lodging; meals; conference and convention registration fees if not pre-paid and all other expenses submitted for reimbursement.
- (b) Payment Checks will be sent to the address shown on the prescribed form, unless otherwise directed.

OCR 3313.12; 3313.20; 3315.15

TRAVEL, MEAL AND TRAINING REIMBURSEMENT

Expenses for employees of the Olentangy School District for travel, meals, and/or training in conjunction with their official duties may be paid by the treasurer on behalf of the Board of Education as follows:

1. Registration Fees

Pre-approved registration fees or charges for conferences, conventions, seminars, workshops and training are reimbursable as listed on the employee’s reimbursement form. Advance payment to the sponsoring agency for registration fees in excess of \$50.00 may be requested by separate purchase order at least 30 days prior to the event.

2. Transportation

All modes of transportation will be permitted consistent with the requirements of the assignment and the most efficient and economic conduct of official business.

- (a) Public Conveyance: All tickets should be purchased at a competitive price.
- (b) Personal Vehicle: Reimbursement will be made at the standard mileage rate as established annually by the IRS. This is the maximum rate regardless of the number of passengers. Charges in reasonable amounts for parking, toll road, toll bridge and ferry charges are reimbursable. An operator of a personal vehicle must have a valid driver’s license and certification from an insurance carrier for liability insurance coverage. In no event will mileage be reimbursed in excess of the cost of reasonable air travel.
- (c) Local Transportation: Local transportation such as taxicabs, airport limousines and buses may be used when same represents the most efficient and economic way to conduct official business.
- (d) Car rentals: Rental cars may be reimbursed only in cases of emergencies or when no other means of public transportation is practical. Emergencies could include, but are not limited to: cancelled airline flights or changes in destination due to inclement weather; disabled personal automobile; or disruption of other means of transportation.

3. Subsistence

- (a) Lodging: Any employee traveling on official district business, who must secure lodging in connection with that business will be entitled to reimbursement for the cost of a room at the single occupancy rate, as described below. If two members are traveling on similar business and agree to share a room, up to the double occupancy rate will be reimbursed. Reimbursement will be made in an amount not to exceed the maximum lodging amount for the city in which the official business is taking place, as provided in the federal Standard Continental United States (CONUS) rates. If, however, the district business involves attendance at a conference or other meeting for which a specific hotel(s) has been designated as the conference or meeting site hotel(s) and the room rate at that hotel(s) exceeds the applicable CONUS rate, then reimbursement will be made up to the higher rate. All listed CONUS rates shall be treated as exclusive of all taxes, including room taxes. All lodging taxes in excess of the CONUS lodging rates are eligible for reimbursement with proper receipts. Whenever CONUS rates are used to validate/ determine room rates, the most current rates should be researched by the treasurer and used in determining reimbursement levels.
- (b) Should the employee be traveling on district business to a location where there is no conference hotel(s), then the member should seek out lodging which is as close to the CONUS rates as possible. When selecting cost-effective lodging, the additional cost of

REVENUES FROM TAX SOURCES

In an attempt to provide the best education possible within the financial resources available, the Olentangy Board of Education will:

- 1. request that voters approve adequate local funds for the operation of the school district and determine the amount of the individual levies at the time of the initial request or at the time of a request for renewal to yield sufficient revenue for the operating expenses of the school system;
- 2. accept available state funds to which the district is entitled by law or through regulations of the State Board of Education; and
- 3. accept federal funds that are available providing that there is a specific need for them and that the required matching funds are available, if required.

Ohio Const. Art. XII, Sec. 2

ORC 3301.07
 3311.21
 3313.02-3313.91
 3317.01-3317.11
 3323.09
 Chapters 5701; 5705; 5727
 5747.01
 5748.01-5748.06

REVENUES FROM INVESTMENTS

This policy, in conjunction with the Ohio Revised Code, as amended, will govern the investment activities of the Olentangy School District. It will be reviewed to assure the flexibility necessary to effectively manage the portfolio.

The purpose of the investment account is to allow for the maximum return on the district's excess cash balances consistent with complete safety of the portfolio's principal value and the liquidity desired.

All investment activities will be undertaken by the treasurer or those persons assigned thereby to engage in investment activities.

The district will be permitted to invest in any security specifically authorized by the Ohio Revised Code, Section 135.14, 135.142, and 135.45, as amended.

Investments in the U.S. Treasury securities and those instruments completely guaranteed by the U.S. Treasury as payment of the principal and interest may be made in any dollar amount.

The district should normally seek to diversify its holdings of other investments by avoiding concentrations of specific issuers.

Under the guidelines of this policy, no security will be purchased that has a remaining term to final maturity of more than five years.

Swapping (the simultaneous sale of one security and purchase of another) shall be permitted.

All portfolio transactions will be performed on a competitive basis when practical. Each price will be recorded, and the best price selected for execution.

A file will be maintained with this investment policy of all approved securities dealers and banks with whom the district will transact investment activities.

A copy of this policy must be forwarded to each broker or dealer doing business with the school district. Their signature will be required indicating they have received, read, understood, and will abide by its contents when recommending or selling investments to the school district.

Intergovernmental Cooperation Act
ORC 135.01-135.21
3313.51

CREDIT CARD POLICY

The Olentangy Board of Education recognizes the efficiency and convenience afforded the day-to-day operation of the school district through the use of credit cards under the supervision of the treasurer. However, credit cards shall not be used to circumvent the general purchasing procedures required by Ohio law and the policies of this Board. Therefore, the Board authorizes the use of credit cards in the following manner:

A. Gasoline Credit Cards

1. Gasoline credit cards are under the jurisdiction of the transportation coordinator and supervision of the treasurer.
2. Gasoline credit cards shall only be signed out by school employees driving on a school-related activity in a school vehicle, and shall only be used for purchases related to such school-related activity. All charge slips will be signed by the school employee who signed out the gasoline credit card.
3. Receipts and appropriate form(s) shall be turned in with the gasoline credit card to the transportation coordinator at the end of the activity or the next business day. Failure to turn in receipts and appropriate form(s) to the transportation coordinator within ten (10) business days may result in the charges being deemed unrelated or unsubstantiated. The user shall be responsible for any unsubstantiated or unrelated purchases.

B. Bank Credit Cards

1. All bank credit cards issued to and in the name of the school district shall be held and supervised by the treasurer and shall only be used for approved school-related activities.
2. Bank credit cards may be used for district-related transportation reservations and expenses, conference registrations, and hotel reservation guarantees for the Board and administrative staff.
3. If monies are budgeted and deposited with the treasurer in advance, bank credit cards may be used by school employees for a student trip, competition and/or event for safety and security reasons.
4. With prior approval by the treasurer, bank credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. The treasurer will keep a record of all bank credit card use.
6. Receipts and appropriate form(s) are to be turned in with bank credit card to the treasurer within ten (10) business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the treasurer within ten (10) business days may result in the charges being deemed unrelated or unsubstantiated. The user shall be responsible for any unsubstantiated or unrelated purchases.

C. Purchasing Cards

With prior approval by the treasurer, purchasing cards may be used by school employees for school-related purchases.

PAYMENT PROCEDURES

All claims for payment from school district funds will be processed by the treasurer. Payment will be authorized against invoices supported by approved purchase orders or in accordance with salaries and salary schedules approved by the Olentangy Board of Education.

The treasurer will be responsible for insuring appropriate allocations are observed and that total expenditures do not exceed the amount allocated in the appropriations for all items.

ORC 3313.18
3315.08
5705.41; 5705.412

FISCAL ACCOUNTING AND REPORTING

The district's accounting system will be in conformance with the uniform school accounting system as prescribed by the Auditor of State for the use of school districts. The treasurer will be responsible for receiving and properly accounting for all funds of the district.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure current data is immediately available and in such a form that routine summaries may be readily made;
3. serve as a guide to budget estimates of subsequent years and to hold expenditures to the amounts appropriated; and
4. show that those in charge have handled funds within the framework of law and in accordance with Board policy.

The Olentangy Board of Education will receive monthly financial statements from the treasurer, which will show receipts and disbursements, encumbrances, and balances. The treasurer will make all other financial reports required by law or by state agencies and submit them to the proper authorities.

The financial records must be kept in accordance with the Records Retention Guide in compliance with the provisions of state law and concurrence of the school district Records Commission, the Auditor of State and the Ohio Historical Society.

ORC 117.05; 117.06
3301.07
3313.29; 3313.32
3315.04; 3315.13
Chapter 5705

BONDED EMPLOYEES AND OFFICERS

At the time of appointment or re-appointment of the treasurer, the Olentangy Board of Education will authorize the treasurer to execute a bond in an amount determined and approved by the Board. The premium will be paid by the Board.

Faithful performance bonds will be provided for the superintendent and Board President at Board expense.

A blanket bond will also be provided for all school employees who handle school funds.

ORC 3.06
131.18
3313.25; 3313.83
3319.05
5705.412

SALES CALLS AND DEMONSTRATIONS

Sales representatives will not be referred to teachers during school hours. If they desire an appointment with a teacher, they will be asked to leave a brochure, business card or information about their particular product, and the teacher may then contact the salesperson to set up an appointment during his or her conference period or after school hours.

PETTY CASH ACCOUNTS

The Board of Education recognizes the convenience afforded the day-to-day operation of the schools by the establishment of one or more petty cash accounts. Therefore, the Board shall adopt a resolution directing the treasurer to create one or more petty cash accounts, including the amount to be placed in each individual petty cash account. This resolution shall:

- a. require the treasurer to designate the district official(s) who will be designated custodian(s) of each individual account and therefore authorized to draw money from that account;
- b. authorize the treasurer to open accounts at a local financial institution for petty cash accounts.

The Board shall require the imposition of such controls as will prevent abuse of such accounts. Accordingly, the treasurer shall develop guidelines specifying the account controls for any petty cash account.

Each custodian of a petty cash account shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash account may be used to circumvent the purchasing procedures required by law and the policies of the Board. A request for disbursement from a petty cash account must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate.

Disbursements from a petty cash account may be made by cash or check.

The custodian of each petty cash account shall prepare a schedule of disbursements when funds available have declined and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the treasurer with a voucher requesting replenishment in like amount.

All petty cash accounts will be closed out for an audit at the end of each school year, and unused funds will be returned to the depository. The treasurer will be responsible for conducting said audit of each petty cash account.

ORC 9.38
3313.29.1

TYPES OF FUNDS

Textbook and Instructional Materials Fund

The Board maintains a Textbook and Instructional Materials Fund. The fund is accounted for within the district's General Fund using a reasonable accounting method implemented under the Auditor of State's Guidelines as they are currently enacted. The requirement may be less than 4% for a particular fiscal year.

This fund is used for textbooks, instructional software, materials, supplies and equipment. Any money in the fund that is not used in a fiscal year is brought forward to the next fiscal year. The amount brought forward is not included to meet the set aside requirement for the current fiscal year.

The percentage of revenues on deposit, as well as the definition of what constitutes textbooks and instructional materials, is subject to applicable rules to be jointly adopted by the State Auditor and the Superintendent of Public Instruction.

The fund may be used for other purposes if both of the following steps occur during a fiscal year.

1. All of the following individuals must certify, in writing, that the district has sufficient textbooks, instructional software, materials, supplies and equipment to ensure a thorough and efficient education within the district:
 - a. the superintendent
 - b. a person designated by vote of the business advisory council (in districts where required)
 - c. the president of the teacher's union (or designee), if applicable
2. The entire Board must unanimously adopt a resolution stating that the district has sufficient textbooks and instructional software, materials, supplies and equipment to ensure a thorough and efficient education within the District.

Capital and Maintenance Fund

The Capital and Maintenance Fund consists of 4% of all revenues received that would otherwise have been deposited in the General Fund, except that money received from a permanent improvement levy may be used to meet this requirement. Money in this fund may only be used as provided by Ohio law. The Fund is implemented under the Auditor of State's Guidelines as they are currently enacted; therefore, the requirement may be less than 4% for a particular fiscal year.

ORC 3315.17; 3315.18

**INVENTORIES
(FIXED ASSETS)**

The Board of Education, as steward of the district's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

Additionally, in order to conform to Ohio financial reporting standards and to provide property insurance information, the district will maintain a Fixed Asset Accounting System to account for Board-owned fixed assets.

Fixed assets are defined as those assets that are real or tangible, such as land, buildings, furniture and fixtures, equipment, vehicles, improvements other than buildings and construction in process. Fixed assets are those which are not expendable supplies; which have a useful life of five years or longer; and which have an acquisition value in excess of \$2000 or are considered to be an asset for which control (accountability) is desired. Exceptions for control and insurance purposes will extend this definition to include audio/visual equipment, musical instruments and computers. Any non-removable articles will be included in the assigned value of the structure in which they are installed.

Staff members shall participate in the continuous updating of the fixed asset inventories and values of Board-owned fixed assets as may be necessary. The district fixed asset listing shall be distributed for verification of accurateness at the building level. The district shall conduct a complete fixed asset inventory at least every five years. The treasurer is authorized to contract for the fixed asset inventory and establishment of values for all real estate and equipment owned by the Board.

With the exception of land and buildings and other items deemed unable to be tagged, a district inventory tag or identification number will be assigned to each new asset meeting the criteria established above, in an expedient manner. For fixed assets to be removed from inventory refer to Board Policy 7095 (School Properties Disposal).

ORC 3313.20

PURCHASING PROCEDURES

Moneys under the jurisdiction of the Olentangy Board of Education may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the treasurer to the effect that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund, and that it is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance of a warrant within 30 days of the certificate and except that if the amount involved is less than \$ 3,000, the treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures will be designed to ensure the best possible price for the desired products and services. Procedures for purchasing will be developed to require that all purchases are made on properly approved purchase orders.

Special arrangements may be made for ordering perishable and emergency supplies.

ORC 3327.08
5705.41; 5705.44-5705.45

BIDDING REQUIREMENTS

It is the policy of the Board of Education that the director of operations, with the approval of the superintendent, obtain at least three (3) price quotations on purchases of more than \$5,000, but under \$25,000, for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the district or the quoted amount is less than or equal to State Term Contract amounts or when the item is subject to formal bid. (Contracts for construction, furnishing or demolition of buildings, or for any improvements or repairs, which will exceed \$25,000, will be let only after bids are solicited in compliance with law).

The Board, by resolution, may award a bid to the lowest responsive and responsible bidder. For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications, which would affect the amount of the bid or otherwise provide a competitive advantage. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

- a. the experience (type of product or service being purchased, etc.) of the bidder;
- b. the financial condition;
- c. the conduct and performance on previous contracts (with district or other agencies);
- d. management skills;
- e. the ability to execute the contract properly;
- f. a signed affidavit ensuring that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.
- g. does not have any findings for recovery issued by the State Auditor's Office

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids that do not meet the specifications.

ORC 153.54
3313.46
3319.04
3327.08

AUDITS

In accordance with state statutes, all district financial records are subject to audit by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's Office. The Olentangy Board of Education has the right to request an independent audit with the approval of the State Auditor's Office.

A copy of the auditor's report will be placed on file in the State Auditor's Office and another copy submitted to the Board of Education. The Board will make the audit report available for public inspection.

ORC 117.09
3313.27

PURCHASING AUTHORITY

The Board of Education's authority for the purchase of materials, equipment, supplies and services is extended to the district administration through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual appropriations resolution.

The purchase of items and services on such lists require no further Board approval except in those instances where by law or Board policy the purchases or services must be put to bid.

In an effort to bring about the smooth and efficient operation of the school system, the Olentangy Board of Education will pass, at its organizational meeting, specific authorizations for the procurement of supplies, equipment and services for the budget year.

ORC 3313.17; 3313.171-3313.172; 3313.18

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The Olentangy Board of Education declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

All purchases shall fall within the framework of budgetary appropriations and shall be consistent with the approved educational goals and programs of the district.

ORC 3313.171; 3313.172; 3313.33; 3313.37; 3313.46
3319.04
3327.08
5705.41
Ohio CONST. Art. VIII, §4