

Memo



To: Staff

From: Kimberly J. Reynolds
Director of Business Operations

Date: September 14, 2020

Subject: 2020-2021 Purchasing Guidelines

The Office of Business & Operations team welcomes you to the 2020-2021 school year!

As we enter the third week of school, we want to reintroduce you to important purchasing matters and introduce you to some adjustments made in light of the pandemic.

Administrative Regulation: Food & Beverage Purchases

Please give attention to the [Administrative Regulation: Food & Beverage Purchases](#) and note the threshold for your department / school. This regulation has been in effect since 2014, however we have modified various thresholds based on trends and anticipated needs. Our offices are implementing new monitoring and compliance efforts to ensure we meet these thresholds.

- All departments and buildings are required to adhere to the regulation effective July 1, 2020
- Due to health and safety guidelines, food must be pre-packaged such as a boxed meal or individual serving

Budget Monitoring & Annual Limits

Twice a month the Office of Business & Operations reviews the balance of the food and beverage accounts for budgetary compliance and provides a communication as needed regarding the spending guidelines. Communication is based on these annual expenditure limits:

- Schools / Administrative Offices - 1% of budget allocation
- Office of the Superintendent - \$5,000
- Office of Teaching & Learning - \$10,000 (*provide orientation to teaching staff*)
- Office of School Director - \$5,000 (*provide districtwide staff development*)
- Office of Talent and Employee Engagement - \$2,500
- Office of Athletics - \$2,000
- Externally Funded Grants 1% of grant allocation with the following exception:
 - Food for professional development is not an allowable expense

Allocation Threshold

When a school or office reaches their allocation for food purchases, an email from the Office of Business & Operations will inform building / department leadership about it. The budget will then be restricted until further notice for any additional food purchases.

If there is an additional need for a food purchase, a detailed plan for future purchases needs to be submitted to the CFO. You will receive an email stating if the expense and amount is approved or not within 7-10 school business days.

Cafeteria Catering

As a reminder, cafeteria catering is a food purchase and should be factored into the balance as this is a non-requisitioned item and does not get encumbered from your budget until paid.

Parental Involvement

Food and beverage expenses associated with parental involvement activities that are grant specific do not follow the thresholds noted above. Purchases shall be made in accordance with the grant guidelines and pre-approved by the Office of State/Federal Programs.

Spending Guidelines: Orange Phase

We continue to be in the [Orange Phase for our spending guidelines](#) since Lancaster County moved to the Governor's Green Category on June 26. The "**bold**" items in the Spending Guidelines have been modified from the prior communication. Below we have highlighted some of those items:

External Professional Development

- In-person professional development is not permitted
- Virtual professional development is allowable
 - Enter a purchase requisition if there is an expense such as registration
 - Do NOT submit an external PD request form for virtual PD

Field Trips

For the safety of students and staff, no field trips will be approved until further notice

Stylus & Earbuds / Headphones

- Enter a purchase requisition for these items
- With the start of school, these are general supply items and will be charged to school/department budgets

This information will be included in a future Operations Update.

It is our pleasure to assist you. Email your questions or concerns:

- Renee Buehler, Purchasing Specialist - purchase requisitions/ purchase orders
- Elia Hironimus, Accounting Technician -accounts payable payment status and invoices
- Robin Ingram, Payroll Manager - payroll processing
- Danisa Caraballo, Payroll Technician - Kronos timekeeping & extra pay
- Ann Johnson, Accounting Supervisor - account codes & budgets for grants districtwide
- Kim Reynolds, Director of Business Operations - budgets and processes
- Drew Schenk, Assistant Director of Business Operations - contracts, consumables and furniture
- Brenda Troop, Fiscal Manager - invoices to be paid, check requests and employee reimbursements
- Nellie Serrano, Accounting Specialist - accounts payable and accounts receivable such as invoices and receipts

Together We Can!