

FISCAL SERVICES

Frequently Asked Questions

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General

1. Where do I get required forms and where do I send my forms to?

All forms are on the front page of the Fiscal Services website [here](#). You can mail, drop off, or email your forms (businessoffice@vesd.net) based on what the form requests. Please make a copy of any physical forms and attached receipts or documents for your records in the event of loss.

2. Where do I send Checks/Cash/Site Donations? How should checks be made payable?

Please hand carry ALL Cash/Checks/Donations to the District Office Business Office- Accountant. Please DO NOT leave cash/checks on site. ALL monetary items should be brought in ASAP. Please have checks made payable to VESD or Victor Elementary School District.

Accounts Payable

3. What is required for reimbursement?

Supervisor approval should always be given prior to purchase. For pre-approved purchases, complete the [Reimbursement Form](#) including your and your supervisors' signatures. Attach original itemized receipts and any other backup related to your purchase. Personal and business items should not be purchased in the same transaction and should be separated. Please separate all business and personal transactions to avoid your reimbursement being rejected.

4. Why do I need an itemized receipt?

The accounts payable department and your supervisor must be able to see exactly what you purchased in order to approve the purchase for reimbursement. This requires an itemized receipt. As such, itemized receipts are necessary in

order to remain compliant with IRS and Audit Guidelines. Your approving supervisor must be able to see the items purchased in order to approve the purchase and ensure the items allowability. The itemization is also very important for assigning a Budget Code.

5. What is required for mileage claims?

1. A completed [mileage claim form](#),
2. copy of google maps to verify mileage from the district to the conference or meeting location, and
3. supervisor signature.
4. A conference registration form should be included if the mileage was conference related.

6. How do I get a meal advance for travel?

Currently, if you are traveling on district business requiring an overnight stay the district provides an advance at a rate of \$37.50 for a day requiring travel and \$50.00 for each full day of your hotel accommodation. No receipts are required.

Please fill out the [Meal Advance Form](#) including supervisor signature along with a copy of your conference registration confirmation and hotel reservation.

7. What do I do with invoices that are mailed to my school site or department?

You can email it to businessoffice@vesd.net. Prior to emailing the invoice please review it for accuracy. If you have received the services or goods, please write OK to Pay and sign and date the invoice. Only invoices secured with a purchase order or contract will be paid.

American Express

8. Who gets American Express Cards?

Cabinet, Principals, Assistant Principals, and Classified Management.

9. What is my limit and what can I purchase with my American Express?

Monthly and daily limits are initially set at \$4,000. The card is used for small purchases under \$500 in local stores, conference registrations, hotel reservations, airline reservations, car rentals, and allowable meals (not travel except under special circumstances). You can read the [American Express Cardholder Agreement](#) for more details. ([American Express Receipt Form](#))

10. Can I get my limit increased for a specific purpose?

Please do your best to plan large purchases in advance. When a vendor does not accept a PO, you can still do a PO internally and ask us to mail the check directly to the vendor. If there are no other options, we can increase your card limit temporarily. Please direct all requests for limit increases by email to the Director of Fiscal Services.

11. How do I use my American Express to pay for hotel rooms when I am not travelling with the group?

When you will not be there to present your American Express and Driver's License, you must fill out a Third-Party Authorization Form in advance. Hotels have these forms and you can fill them out to give other people the authority to check in using your card. Without this form, your group will have trouble checking in without you.

Payroll

12. When do I get paid?

Classified employees are paid on the last working day of the month and Certificated employees are paid on the first working day of the month. It is up to the individual bank whether or not they will post your direct deposit early. The Best Net is updated independently, and not connected to your bank account. You can see pay dates for the current year [here](#).

13. How will I receive my paycheck?

We strongly encourage direct deposit. It is available to all employees, including substitute employees. You received that form with your employment packet from Personnel Services. The [form is also available on our district website](#), or it can be emailed to you upon request. Paper checks are still being mailed to the address we have on file. Requests to pick up your paper check (if you do not have direct deposit) must be made prior to the payday. If you need someone else to pick up your check we must have written authorization from you.

14. Do I get paid in the summer? (only able to sign up over the summer)

Contract employees are paid a monthly salary each month in which you have a scheduled work day, per your work calendar. The majority of school site employees are paid 11 months of contract pay. The missing month of contract pay is July 31st (classified) or Aug 1st (certificated) each school year. The most common ways to get paid in the summer are DNP, Summer Saver and Summer Assistance. They are three different programs that are independent of each other. You can have all three, none at all, or a combination of two. [Deferred Net Pay \(DNP\)](#) is through the district. **The window to sign up each year is only available over the summer for a short period of time.** This is for

employees currently paid over 11 months who wish to be paid over a 12 month period. DNP is calculated at 8.333% of your NET pay each month. It is set aside throughout the year and automatically paid out over the summer. You can view your DNP balance at the bottom of your pay stub.

You can also set up your own savings plan with the SchoolsFirst FCU Summer Saver account. This plan is available to 12 pay employees as well as 11 pay. This plan allows you to choose the amount you put in each month, and is changeable during the year. Please visit a SchoolsFirst FCU branch for more information and to set up your account.

The Classified Employee Summer Assistance Program is available to eligible classified employees and is discussed in more detail below.

15. What happens if I am missing pay?

If you have been working extra time, or subbing in a different position, and believe you are missing pay, we ask that you start by going over your timesheet with your site secretary or SSC first. If time was missed, it will still need to be entered in the system and go through the normal approval process at the site level.

If you do need to call payroll, please have a record of your hours worked per day so that we can go over each day together.

16. How do I get paid if I leave the district early?

School districts are exempt from the labor code in reference to the *72-hour final paycheck* rule. Government agencies, including school districts, process final checks on the next regularly scheduled payday as allowable per law.

Example: if a Classified employee resigns Nov 7th, they will receive their final check on Nov 30th.

17. What is the Classified Employee Summer Assistance Program?

The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from a participating local educational agency's (LEA's) classified school employees' monthly paychecks during the 2023-24 school year. The classified employees' pay withheld and the state match funds will be paid by LEAs to the LEA's eligible employees in the summer months following the 2023-24 school year. For each year that the state funds the program, we will notify Classified Employees in January and then employees must apply by March. For example, for the 2023/24 school year, the deadline to apply was March 1, 2023. If the program is funded next year, you will be notified in January 2024 and will have until March 1, 2024 to apply.

Purchasing

18. VESD Guideline for Purchasing

Information on all the formats of purchases, expectations and guides for the purchasing process are shown here in this [VESD Guideline for Purchasing](#).

19. What do I do if a Vendor does not accept a PO?

Your first option would be to get a PO for internal use and request a check to be mailed to the vendor with your order. This method is a little slower than giving a vendor a PO number with your order immediately but some businesses require this. Alternatively, you may be able to utilize your school or department's American Express. We recommend you plan early to ensure you receive the goods and services you need on time.

20. What is an EPO?

An Emergency Purchase Order (EPO) can be requested when a vendor needs a PO # immediately to start the order. Please call either Liz Stiever, Accounts Payable or the District Receptionists and they can give you a number. You or your secretary then must go into the purchasing module and under your EPOs, you will find a requisition you must complete. You should complete this process within a few days or no PO will actually be created.

21. What does it mean to "Breakdown" a PO?

This refers to the PO account coding in relation to the items on the Purchase Order. For example, your Start Up Order for the year will probably include instructional materials, office supplies, etc. You cannot enter this PO under one account code if there are multiple types of items, services, or items for different programs/purposes. The requisition allows you to tie specific account numbers to specific lines or break the total charges by percentage.

22. Can I sign my own contracts?

No. Only Board Authorized individuals may sign contracts for the district. Please use a [Contract Submission Form](#) and submit your contracts to purchasing@vesd.net.

23. What is a SBITA?

SBITA stands for Subscription-Based Information Technology Arrangements. It is a contract between a government entity and another party (usually and IT vendor) that grants the right to use IT software for a period of time for a fee. Most organizations have many SBITAs and recently the accounting for these agreements have changed. When you send contracts in for signature, you must indicate if the contract is for software subscription.

19. Are we allowed to purchase from Amazon?

Yes, you can. We understand that the pricing on Amazon sometimes beats our other vendors. We are limited to the CDE Bid Threshold of \$109,300. This amount is split between the entire district. For that reason, we ask that you do your due diligence and search for your items with other approved vendors prior to settling on Amazon. Please reference the [approved vendors list](#). This is a living document and will be updated as new vendors are added to the system.