



Crosby Independent School District
706 Runneburg Road
Crosby, Texas 77532



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Dr. Patricia Kay, Assistant Superintendent of Instructional Services
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Mission - Crosby Independent School District will provide the best available education to inspire lifelong learning for all students. We will enhance the students' knowledge through learning experiences that will enable them to succeed, work cooperatively, and contribute as productive citizens in our global society. Our mission will be characterized by a partnership among schools, homes, and community in our quest for academic excellence in a safe, caring environment.

Visit Crosby ISD Policies @

<http://pol.tasb.org/home/index/586>

REQUISITION AND PURCHASE ORDER PROCESSING

Overview

The requisition and purchase order process can be viewed as having four distinct steps:

1. The requisition process
2. The purchase order process
3. Delivery and Receipt of goods or services
4. Invoice and Payment

The requisition and purchase order process begins when a need is determined by an end user and is not completed until payment is made for the goods and/or services. In this section the first two steps of the process will be discussed at length.

Requisition Process

A requisition is an internal document by which a campus or department of the district requests the purchasing department to initiate a purchase order. It is a request generated electronically (through the use of the automated system – Skyward) for the purchase of supplies, services, equipment, etc. A requisition is an **un-approved** purchase order. **No purchasing commitment shall be made without an approved purchase order.**

NOTE: All end users must keep in mind the following purchasing prime directives:

- **Approval of purchases must be made prior to a purchase.**
- **Request for payment without a purchase order approved by the Purchasing Department will become the responsibility of the person ordering the material or service.**

Purchasing Ethics

Public purchasing and the expenditure of public funds require that ethical standards be incorporated into every aspect of the District's purchasing functions. Purchasing personnel and school District employees face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct. In an effort to get the job done successfully and on time, one may be tempted to circumvent policies, procedures, and laws, or make their own liberal "legal"

interpretations of existing policies. Such activity, although well intentioned, will cause ethical problems.

In addition to the information provided in this section, please read the following Board Policy and Administrative Regulation:

- Board policy DH (Legal/Local), Employee Standards of Conduct. This policy resides on the District's web site.
- Administrative Regulation Section DH: Employee Standards of Conducts location on the First Class Email system/Administrative Regulations.

The Texas Education Agency (TEA), Financial Accountability System Resource Guide (FASRG) – General Ethical Standards and other documents, prescribes common standards of ethics governing the conduct of employees involved in the purchasing function, which are incorporated in the procedures prescribed below.

Conflict of Interest – In accordance with Board Policy DBD (LEGAL), an employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the employee knows is interested in or likely to become interested in any such transactions of the District. Penal Code 36.08(d). A conflict of interest is defined as any circumstance that could cast doubt on an employee's ability to act with total objectivity with regard to the District's interest.

Gifts - District employees shall not solicit, accept, or agree to accept any gifts or benefits from a person conducting or intending to conduct business with the District. Note: The prohibition of accepting gifts does not apply to accepting an unsolicited item with a value of less than \$50, excluding cash or a negotiable instrument (Penal Code 36.10).

Financial Interest - District employees shall not participate directly or indirectly in procurement when the employee or the employee's family member has a financial interest pertaining to the procurement.

Personal Use - District employees shall not make any commitment to acquire goods or services in the name of the District for personal use or ownership.

Equal Consideration - District employees shall grant all competitive suppliers equal consideration insofar as state or federal laws and District policy permit. This is especially important when evaluating bids and proposals.

Enforcement of Purchase Procedures: Criminal Penalties: Removal; Ineligibility. (Under Texas Education Code § 44.032:)

(a) In this section:

(1) "**Component purchases**" means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.

(2) "**Separate purchases**" means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.

(3) "**Sequential purchases**" means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

(b) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(c) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section 44.031(a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(d) An officer or employee of a school district commits an offense if the officer or employee knowingly violates Section 44.031, other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.

(e) The final conviction of a person other than a trustee of a school district for an offense under Subsection (b) or (c) results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87, Local Government Code, and is subject to removal as provided by that chapter and Section 24, Article V, Texas Constitution. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This subsection does not prohibit the payment of retirement benefits to the removed person or the payment of workers' compensation benefits to the removed person for an injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.

(f) A court may enjoin performance of a contract made in violation of this subchapter. A county attorney, a district attorney, a criminal district attorney, a citizen of the county in which

the school district is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court.

Employees involved in the purchasing process are exposed to more than ordinary temptations because they are involved with the expenditure of large amounts of public money. Strict adherence to the above standards are critical to the protection of the employee's and the District's reputation.

Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment. A Trustee who is convicted of a violation of this provision is considered to have committed official misconduct and for four years after the date of final conviction, the removed person is ineligible to be appointed or elected to public office in Texas, is ineligible to be employed by or act as an agent for the state or a political subdivision, and is ineligible to receive any compensation through a contract with the state or a political subdivision. [See Board Policy CH (LEGAL)].

Section 44.052 Texas Education Code states that a superintendent that approves any expenditure of school funds in excess of the amount appropriated for that item(s) in the adopted budget commits a Class C misdemeanor offense. Consequently, close supervision and monitoring of the availability of budget dollars and of the approval process for requisitions are important elements of the District's purchasing process.

NOTE: Budget owners and employees are responsible for complying with statutory requirements, Board policies, and the procedures established in this manual when purchasing goods or services for the District.

Control Environment

Texas Education Agency guidance states that "A district needs a strong control environment in which to perform the purchasing function". Three activities govern a strong and successful control environment:

1. A comprehensive purchasing manual.
2. Monitoring purchasing activities by all employees involved with the procurement of goods and services.
3. Training personnel on purchasing procedures.

The purchasing manual is a primary tool for establishing a strong control environment and must be adhered to by all employees of the District. The purchasing manual provides written

procedures designed to detect and prevent the circumvention of statutes, regulations, and board policy applicable to purchasing.

If a situation occurs which is not addressed in the purchasing manual, it should be brought to the attention of the Purchasing Manager to determine the proper course of action. If it is likely that this situation will reoccur, the proper procedures will be included in a revision to the purchasing manual.

In addition to the purchasing manual, the following activities enhance the control environment and require monitoring by those involved in procuring goods and services:

- **Approval of purchase requisitions at the campus and departmental levels.** The campus principal or department head should review for need and approve purchase requisitions before they are submitted to the centralized purchasing department for processing. If a purchase is to be federally funded, approval should first be obtained from a special programs administrator. (Form Attached – Exhibit A)
- **Approval of purchase orders.** The purchasing manager and or other designated official should review requisitions for compliance before approving purchase orders for issuance to vendors.
- **Supervision of purchasing process.** Vigilance in the supervision of the entire purchasing function on a daily basis is essential.
- **Segregation of duties among purchasing and accounting personnel.** The Purchasing and Accounting Managers, along with the Assistant Superintendent of Finance , and ultimately the Superintendent are responsible to ensure that duties among purchasing and accounting personnel are properly segregated (to the degree possible) to provide a checks-and-balances environment.
- **Maintenance of purchasing files and records.** The Finance Department is trained and supervised so that purchasing files and records are complete and maintained in an orderly fashion for the period required by law.
- **Verification of invoices with purchase orders and on-line receiving information.** Although receiving personnel are responsible for the initial verification, accounts payable personnel verify that the invoice, and the purchase order match before presenting the invoice for approval for payment.
- **Verification of delivery.** The requesting campus or department is responsible for ensuring that the deliveries are in agreement with its original purchase order.

- **Training of district personnel.** Formal training is conducted annually, normally at the beginning of the school year. However, training is conducted throughout the school year through revisions to the purchasing manual and emails to campus and department secretaries.
- **Internal review of the purchasing processes.** An internal review of the purchasing activities should be performed periodically. This review is usually conducted by the District's Finance Department and ensures that purchasing policies and procedures are being followed by district personnel.

Requisition Format

In order to avoid delays in processing, requisitions should include all information necessary to clearly define the needs of the user department or campus. The information required includes the following:

- Complete and accurate description of items to be purchased
- Quantity needed
- Vendor name and address
- Account code to be charged
- Price (per unit and in total)
- Payment terms
- Discounts, if any
- Transportation arrangements (shipping/freight costs, if any)
- Bid/Proposal number, if any (i.e. Bid/RFP 14-000)
- Delivery destination (school campus/department)
- Required delivery date, if any
- Any special instructions must be written on the first line in the body of the requisition.

Requisitions received by the Purchasing Manager are reviewed for the following items prior to approval of a purchase order.

- Accuracy

- Availability of funds
- Proper approvals
- Adequate description
- Proper account coding
- Overall completeness
- Compliance with competitive procurement as established on the Texas Education Code 44.031.

Purchase Orders

After the requisition is reviewed and approved by all budget administrators, the requisition is converted into a purchase order. Purchase orders are among the most commonly utilized methods for procuring goods and services. As its name indicates, this document serves as a formal order for goods, materials and/or services from a vendor. A purchase order, once approved, is a binding commitment for the District to remit payment to the vendor after the item(s) and/or service(s) are received. Once items are shipped and/or services performed, the vendor must submit a properly executed invoice to the Accounts Payable Department to receive payment.

A purchase order is an important accounting document as it contains information on the expenditure to be made and the account code to be charged. Once issued, the purchase order encumbers funds and serves as an expenditure control mechanism. The purchase order is also used in the accounts payable process as it documents that an order has been issued, received, and accepted by the user and payment may be made to the vendor.

Purchase Order Process

The purchase order is the written evidence of orders placed as a result of properly initiated and approved purchase requisitions. A purchase order is of a standard format to facilitate processing and contains the items indicated on the requisition.

As mentioned earlier, purchase orders start with a requisition which is prepared electronically. Requisitions originate with the end user and describe the item(s) to be purchased, the quantity, pricing, the account to be charged, a vendor, etc. From the requisition a purchase order authorizing the purchase is approved by the purchasing manager.

Purchase Order Procedures

Purchases shall be made by means of purchase orders that are properly drawn, duly authorized, and adequately funded. **If vendors are contacted by the end user in the initial phase of a procurement action, they should be advised by the end user that delivery of goods or services should not be initiated until the vendor has received an approved purchase order.**

Purchase orders are issued on a daily basis by the purchasing manager based on information submitted on requisitions. If a purchase order is needed immediately, contact the purchasing manager.

Purchase orders are not to be modified with the vendor by schools or departments directly. If it becomes necessary to change the terms of a purchase order, the school or department must first advise the purchasing manager. Once an agreement to any price increases or modification of terms is reached, purchasing has the responsibility to adjust the encumbrance on the purchase order and notify all involved parties of the changes.

Once a purchase order is issued, the same purchase order number **CANNOT** be used for reorders. When merchandise has been returned or is damaged and a reorder of replacement merchandise is desired, a new purchase requisition must be submitted.

Purchase Order Closure

In the event it is necessary to cancel a Purchase Order, the school or department must advise the Purchasing Manager. The Purchasing Manager will close the purchase order and liquidate the funds encumbered. The school or department placing the order must also notify the vendor of the cancellation of the purchase order.

End User's (Requisitioner's) Responsibilities

- Shall ensure that the purchasing process (through the use of an approved purchased order) always precedes the payment process (invoice).
- Shall only initiate and approve procurements that are within approved budget authority.
- Shall use approved vendors to procure goods and services.
- If necessary, confirm with the purchasing manager that an approved vendor is not available for the goods or services needed.

- If a vendor must be contacted to obtain information to prepare a requisition, it is the end users (requisitioner's) responsibility to explain to the vendor that the request for information does **not** represent a commitment to purchase.
- Shall provide for initiating, authorizing, and adequately funding the procurement through a properly approved purchase order.
- Shall monitor the purchase order life cycle.
- Shall not release the requisition/purchase order number or use a draft copy of the requisition in dealing with the vendor until there is an approved purchase order by the purchasing manager.
- Shall monitor the vendor's performance to ensure proper delivery of the goods or services ordered. If the goods or services are not delivered as ordered, the end user (requisitioner) shall take action necessary to protect the District's interest, up to and including sending a written Stop Payment Order to the Assistant Superintendent of Finance. Problems with vendor's unsatisfactory performance shall be directed to the purchasing manager for appropriate action, which may include closing the purchase order.
- Shall not make any commitments to acquire goods or services in the name of the District for personal use or ownership.
- Shall not make or authorize separate, sequential, or component purchases in order to avoid requirements under the Texas Education Code, Section 44.031, or Local Board Policies concerning purchasing.
- Shall coordinate purchases valued at \$50,000 or more with the Purchasing Manager in order to select the method of procurement that will provide the best value to the District.
- Shall process all requests for procurement that cost or aggregate to a cost of \$50,000 or more through the Purchasing Manager for Board approval.
- Shall follow the policies and procedures contained in Board Policy CH (LEGAL) for emergency purchases.
- Shall be responsible for complying with statutory requirements, Board policies, and the purchasing manual procedures when purchasing goods or services for the District.
- Shall not make changes to purchase orders after it has been sent to the vendor without prior approval from the Purchasing Manager.

- Shall ensure that items ordered match the purchase order.

Purchasing Manager Responsibilities

- The purchasing department may only process purchase orders that have been initiated, duly authorized, and adequately funded by operating departments. [See Board Policy CH (LOCAL)]
- Shall supervise the purchase of all materials, supplies, equipment, and services for the District according to the guidelines established on the Education Code 44.031. [See Board Policy CH (LOCAL)]
- Shall not approve a requisition/purchase order after the event has taken place (i.e. **After-the-fact**).
- Shall review each purchase order in a timely manner for completeness and verify that the proposed purchases are being made through approved sources.
- Shall verify compliance with statues, regulations, and Board policy applicable to purchasing.
- Shall verify correctness of budget object coding according to the Accounts Components Budget Managers for CISD.
- Shall have discretion to direct purchases through inter-local agreements or cooperatives in order to save time and money.
- Shall review requests to use Skyward vendors in a timely manner and verify that the annual aggregate amount for the goods or services ordered does not require competitive procurement.
- Shall work with the end users (requisitioner's) to resolve problems with vendors.

Centralized vs. Decentralized Purchasing

A district should strive to maximize the efficiency of its purchasing function. As recommended by TEA, the purchasing function should be centralized within the district for maximum efficiency to be achieved. Centralized and decentralized purchasing is defined by the Council of State Governments publication, State and Local Governmental Purchasing, as follows:

- **Centralized purchasing** is defined as “a system of purchasing in which authority, responsibility, and control of activities are concentrated in one administrative unit.”
- **Decentralized purchasing** is defined as “a system of purchasing in which there is a varying degree of delegation of authority, responsibility, and control of purchasing activities to the several using agencies.”

Centralized purchasing is more efficient than decentralized purchasing because it enables a district to coordinate the common purchase requirements of campuses and departments to obtain better prices. For example, when two campuses requisition the same goods and/or services, a centralized purchasing department may combine the goods/services on the same purchase order and arrange for more favorable price terms. Better planning, reduced paperwork, and reduced costs result from centralized purchasing.

Centralizing the purchasing function strengthens internal controls. A centralized purchasing department typically:

- Receives and coordinates purchasing requisitions/purchase orders from campuses or departments
- Communicates with vendors regarding prices and terms of purchases
- Processes and approves all purchase orders
- Issues purchase orders to vendors
- Receives purchases at central warehouse locations
- Coordinates competitive procurement processes
- Distributes goods based on purchase requirements

Centralizing the purchasing function does not erode the principles of site based management. Purchase requisitions still originate at the campus or department level where needs are identified. Centralized purchasing carries out the site-based requisitions and improves the internal controls within the purchasing function.

The area in which internal controls are improved most is in the purchase approval process. In centralized purchasing, every purchase within the district is reviewed by the centralized purchasing department to prevent violations of state and federal law and local school board policies. A centralized purchasing function with varying levels of authority and a receipt and distribution process provides another strong internal control.

Centralized purchasing may, however, delegate certain routine activities. Well-written instructions for the delegated activities and careful monitoring of their performance are recommended.

In decentralized purchasing, campuses and departments may issue purchase orders, communicate directly with vendors, and receive goods at other than central locations. If purchases are made inappropriately, violation of laws, regulations and school board policies may result.

In summary, a centralized purchasing function is essential to efficiency in purchasing for the following reasons:

- It provides for the coordination and consolidation of smaller purchases into larger volume purchases for the entire district.
- Vendors and the business community have a single central contact within the district.
- The purchasing department and its personnel have experience and are trained in purchasing, sourcing, prices, and vendor relations which saves the district money and allows for a more efficient process.
- The purchasing department and its personnel are trained in state and federal laws and local board policies applicable to purchasing providing for better compliance.

CISD utilizes decentralized decision making to schools and departments. From a purchasing perspective this means the schools and departments (the end-users) determine **what** they need and **when** they need it. These subject matter experts determine how to best meet the needs of our students. However, the final commitment of District funds can only occur by the Purchasing Manager.

Competitive Procurement

Purchases over \$50,000

Under Texas Education Code 44.031 (a) Except as provided by this subchapter, all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the district. Additionally, purchases that costs or aggregates to a cost of \$50,000 or more require Board approval before a transaction may take place.

1. Competitive bidding;

2. Competitive sealed proposals;
3. A request for proposals, for services other than construction services;
4. A catalogue purchase as provided by Subchapter B, Chapter 2157, Government Code;
5. An interlocal contract;
6. A design-build contract;
7. A contract to construct, rehabilitate, alter, or repair facilities that involves using a construction manager;
8. A job order contract for the minor construction, repair, rehabilitation, or alteration of a facility;
9. The reverse auction procedure as defined by Section 2155.062 (d), Government Code.
10. The formation of a political subdivision corporation under Section 304.001, Local Government Code.

Purchases between \$10,000 and \$25,000

HB 987 81st Regular Legislative session, repealed TEC 44.033, which required price quotes for purchases of personal property between \$10,000 and \$25,000 in the aggregate for a 12-month period. This bill became effective June 19, 2009.

The competitive quotation process may be used for making purchases involving dollar amounts less than \$50,000, in the aggregate, for a twelve-month period at the district's option. The purpose of competitive quotation procedures is to obtain the lowest practical prices for needed items, as is the purpose for competitive procurement. This method of procurement is appropriate when competitive procurement procedures are not required.

The extent of time and administrative effort required for this procedure is much less than what is required for competitive procurement, because detailed specifications describing items to be purchased do not have to be written and the board of trustees is not involved in awarding a contract.

Personal property includes, but is not limited to, any item or thing that can be moved from one location to another or is consumable and does not include real property, such as land, buildings, and repair or renovation to any building. The term "personal property" includes related classes or types of items, or consumable supplies, such as athletic supplies, automotive supplies, office supplies, cafeteria equipment, cafeteria commodities, gasoline, books, instructional supplies, insurance, and so forth. Local Government Code 271.003 (8), Attorney General Opinion DM 418 (1996)

Exceptions to Competitive Bidding - Texas Education Code 44.031 (a) and (b)

Professional and Consulting Services

Under Texas Education Code 44.031 (f), this section does not apply to a contract for professional services rendered, including services of an architect, attorney, or fiscal agent. A school district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided by this section. NOTE: federally funded professional service contracts must be let on a competitive basis.

Competitive bids shall not be solicited for professional services of any licensed or registered:

- certified public accountant,
- architect,
- landscape architect,
- land surveyor,
- physician,
- optometrist,
- professional engineer,
- state-certified or state-licensed real estate appraiser,
- or registered nurse.

Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. Government Code 2254.002, 2254.003(a).

Emergency Procurements

Under Texas Education Code 44.031 text of subsec. (h) as amended by Acts 1999, 76th Leg., ch. 922, if school equipment, a school facility, or a portion of a school facility is destroyed, severely damaged, or experiences a major unforeseen operational or structural failure, and the board of trustees determines that the delay posed by the contract methods required by this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or portion of the school facility may be made by a method other than the methods required by this section.

Under Texas Education Code 44.031 text of subsec. (h) as amended by Acts 1999, 76th Leg., ch. 1225, if school equipment or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the board of trustees determines that the delay posed by the methods provided for in this section would prevent or substantially impair the conduct of

classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required by this section.

Sole Source Procurements

Under Texas Education Code 44.031 (j), without complying with Subsection (a), a school district may purchase an item that is available from only one source, including;

1. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
2. A film, manuscript, or book;
3. A utility service, including electricity, gas, or water, and
4. A captive replacement part or component for equipment.

Note: Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

It is incumbent upon the district to obtain and retain documentation from the vendor which clearly delineates the reasons which qualify the purchase to be made on a sole source basis.

Advertisement

Under Texas Education Code 44.033 (g), notice of the time by when and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the district's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. Additionally, CISD utilizes the World Wide Web to advertise bid/proposal opportunities and increase its competitive environment. Our website address is <http://www.crosbyisd.org/education/dept/dept.php?sectionid=917&linkid=nav-menu-container-1-80903>

Competitive Bidding Defined

Competitive bidding is a formal process consisting of procedures that may also be referred to as competitive sealed bidding, or more simply as sealed bidding or formal bidding. Competitive bidding is the preferred method of procurement.

The request for bids contains the purchase description or specifications covering the item(s), work and/or services needed, the terms and conditions for the proposed bid contract, the time and place for opening bids and other provisions, as necessary. The advertisement for bids; and

description in the request for bids of item(s), work and/or services needed, and specific terms and conditions must be done in a manner that accomplishes the primary purposes of competitive bidding - stimulate competition and obtain the lowest practical price for the work, service and/or item(s) needed.

Purpose and Intent for Competitive Bidding

The purpose and intent of competitive bidding is to help public schools secure the best work and materials at the lowest practical prices by stimulating competition. If a district advertises purchasing needs relating to large expenditures, purchasing in large quantities will probably result in lower costs either per unit item or in the aggregate.

Bid Document Elements

The following items are necessary in the preparation of a bid document and in requesting bids. Note: It is important to note that each element must be appropriately structured to suit the items or services bid.

- Newspaper Advertisement
- Notice to Bidders
- Standard Terms and Conditions
- Special Terms and Conditions
- Evaluative Criteria and Relative Weights (mandatory for construction services)
- Specifications
 - Scope and Intent
 - Definitions and Applicable Documents
 - Requirements
 - Quality Assurance
- Bid Acknowledgment Form/Response Sheet
- Felony Conviction Notice

Vendor Award Criteria

Under Texas Education Code 44.031 (b), except as provided by this subchapter, in determining to whom to award a contract, the district may consider:

1. The purchase price;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services;
4. The extent to which the goods or services meet the district's needs;
5. The vendor's past relationship with the district;
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. The total long-term cost to the district to acquire the vendor's goods or services; and
8. Any other relevant factor specifically listed in the request for bids or proposals. Factors that the district may consider under this criteria would include:
 - Vendor response time
 - Compatibility of goods/products purchased with those already in use by the district.

Competitive Proposals Defined

Competitive proposal procedures provide for full competition among proposals. The procedures allow for negotiation with the proposer or proposers to obtain the best services at the best price. During the evaluation process prior to award of a contract, the negotiation process allows modification and alteration of both the content of the proposals and price. *(Note: The competitive bidding process requires that bids be evaluated and awards be made solely upon bid specifications, terms and conditions contained in the request for bids document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance; no substantive changes are permitted to the bid terms, conditions and specifications).*

Professional and nonprofessional service contracts involving federal funds are required to be let on a competitive basis, under 34 CFR Section 80.36 (Code of Federal Regulations). Competitive procurement procedures, Section 44.031(a) (2)-(8), TEC, are for certain procurement situations as an alternative to competitive bidding procedures. Chapter 2254, Government Code,

prohibits competitive bidding for certain types of professional services, including engineering, architectural, accounting and certain other services; and requires a two-step procedure, as defined in Chapter 2254, Government Code, for the procurement of architectural and engineering services. Competitive proposal procedures are recommended, where other procurement procedures are not required according to state or federal rules, laws or regulations, to stimulate competitive prices for services.

In connection with certain professional service contracts, specifically architectural or engineering, Chapter 2254, Government Code, requires a two-step negotiation process. The two-step process only allows negotiation of price after an initial selection based upon demonstrated competence and qualifications of the person/firm.

The Request for Proposals and Competitive Sealed Proposals

- Competitive Sealed Proposal must be used for award of a construction contract
- Competitive Procurement Limit Summary is identical to competitive bidding
- Newspaper Advertisement is identical to competitive bidding
- Notice to Proposers is identical to competitive bidding
- Impartiality and equal access and opportunity is identical to competitive bidding

Below is an example of a RFCSP process. It may also be used for a RFP, with appropriate modifications made to accommodate the less structured requirements of that method.

Competitive Sealed Proposals

The use of a RFCSP shall be determined by a responsible purchasing authority who determines that the use of competitive sealed bidding is either not practicable or not advantageous to the district (for construction services use of this method must be determined by the board of trustees before the advertisement for proposals).

Terms and conditions are identical as those for competitive bidding except any reference to bids or proposers should be changed or interpreted as offers or offerors. Additionally, anything addressing the finality of the offer needs to be disregarded because proposals are negotiable.

Components of the Request for Proposals

Notice	Identical to Competitive Bidding.
Statement of Work	This includes a description of the item or service to be purchased.

Proposal Clauses	Can be identical to the competitive bids, but may be subject to negotiations.
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Proposal Document Elements

This section includes a brief explanation of each element contained in a proposal document. The following items are necessary in the preparation of a request for proposal.

Note: It is important to note that each element must be appropriately structured to suit the proposed items or services and to identify acceptable ways to customize request for proposal documents. Districts are encouraged to obtain example documents from other districts.

Newspaper Advertisement

- Notice to Proposers
- Standard Terms and Conditions
- Special Terms and Conditions
- Scope of Work - general in nature
 - Scope and Intent
 - Definitions and Applicable Documents
 - Requirements - tend to be more open ended than competitive bid
 - Quality Assurance
- Acknowledgment Form/Response Sheet
- Felony Conviction Notice

Negotiation

Negotiation is the most difficult part of the Request for Proposal process, and the most difficult to control. From the beginning of the process through contract award, it must be made clear to vendors and using departments/campuses that designated person(s) may do the negotiation for the district.

Negotiation is subject to the same guidelines as any purchasing action: impartiality and equal opportunity to compete.

As in any purchasing action, record keeping is vital, and accurate records of conversations must be kept in order to prove fairness throughout the negotiating process.

Special requirements apply in connection with negotiating a contract for construction services. Effective September 1, 1999, in connection with any contract for construction services for which request for bids, proposals, or qualifications are published or distributed on or after that date, it is important to note that offerors must be notified in writing when negotiations are terminated in order to initiate negotiations with the next best ranked offeror.

Evaluative Criteria and Relative Weights for Proposals and Competitive Sealed Proposals (mandatory for construction services):

The evaluative criteria and relative weights are as follows:

1. Price (x%);
2. Qualification and reputation of proposer (x%);
3. Quality of the vendor's proposal (x%);
4. Technical aspects of goods and services in the vendor's proposal (x%); and
5. Other relevant factor specifically listed in the request for proposals (x%).

Catalogue Purchasing (Catalogue Information System Vendors – CISV)

Catalogue purchasing is one of the eight procurement methods allowed under Section 44.031, Texas Education Code. Catalogue purchasing procedures may be utilized for the acquisition of automated information systems/services. Catalogue purchases are an alternative to other procurement methods if the catalogue purchasing process provides the best value to the district. (Government code 2157.066)

Cooperative Purchasing Groups - Interlocal Agreements

A centralized purchasing function can also be performed on a regional level through a cooperative/interlocal agreement among districts or the regional education service center. Cost savings through a regional centralized purchasing function are achieved through both discounted prices and administrative cost savings to individual districts. If the district participates in a cooperative purchasing program, it satisfies any law requiring it to seek competitive bids. Local Government code 271.102; Atty Gen. Op. JC-37 (1999)

The Crosby ISD utilizes the following cooperative/interlocal agreements.

Buy Board (TASB) www.buyboard.com

The Texas Local Government Purchasing Cooperative was created to increase the purchasing power of government entities throughout Texas and to simplify their purchasing by using a customized electronic purchasing system, called the BuyBoard. Each product and service on the BuyBoard has been competitively bid and awarded based on Texas Statutes, thereby satisfying the requirements under Texas Education Code 44.031 (a); (b).

- **Internet-based on-line purchasing** - The Cooperative uses Internet-based technologies to create a single source for product and awarded contract information.
- **BuyBoard objectives**
 1. Facilitate compliance with state bidding requirements
 2. Identify qualified vendors of goods and services
 3. Relieve the burdens of governmental purchasing functions
 4. Reduce the cost of goods and services with economies of scale

The Cooperative Purchasing Network (TCPN) www.tcpn.org

The Cooperative Purchasing Network (TCPN) is the Region IV Education Service Center cooperative purchasing program. Enabling statutes for TCPN can be found in the Government Code, Title 7. Intergovernmental Relations, Chapter 791 Interlocal Cooperation Contracts, Subchapter B, General Interlocal Contracting Authority, Subchapter C, Specific Interlocal Contracting Authority.

TCPN is available for use by all public and private schools, colleges, universities, cities, counties, and other government entities in the State of Texas.

Participation in **TCPN** is not required of government entities. However, participation by government entities can provide the legally required competition for contracts for commonly purchased items thereby saving the individual entity the cost of going through the competitive process.

Vendors with **TCPN** awarded contracts have agreed to provide the best pricing, terms and conditions available to similar customers.

The Purpose of TCPN is to:

- Provide school districts and other government entities opportunities for greater efficiency and economy in acquiring goods and services.

- Take advantage of state-of-the-art purchasing procedures to ensure the most competitive contracts.
- Provide competitive price solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by individual entities.
- Provide quick and efficient delivery of goods and services by contracting with "high performance" vendors.
- Equalize purchasing power for smaller entities that are not able to command the best contracts for themselves.
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Assist entities in maintaining the essential controls for budget and accounting purposes.

Texas Building and Procurement Commission (TBPC)
<http://www.window.state.tx.us/procurement/>

The Texas Building and Procurement Commission (TBPC) is a cooperative purchasing function at the state level which allows member districts to participate in state contracts and catalogue purchases from catalogue information system vendors (CISV). The Crosby ISD may acquire computers and computer-related equipment, including computer software, through the Texas Building and Procurement Commission under contracts with the TBPC in accordance with Government Code Chapter 2157. Texas Education Code 44.031 (i); Board Policy CH (legal).

1. **CISV** - The purpose of the Catalogue Information System Vendor (CISV) Purchasing Program is to allow for qualified entities (state agencies and political subdivisions) to purchase automated information systems products and/or services in an efficient, cost effective, and competitive procurement method.
2. **TXMAS** – Texas Multiple Award Schedule. The Texas Building and Procurement Commission (TBPC) has established, as an alternative purchasing method, the use of Texas multiple award schedule (TXMAS) contracts that have been developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state. As the responsible federal entity, the General Services Administration's (GSA) Federal Supply Service awards Federal Supply Schedule contracts by competitive procurement procedures for more than 50 schedules that cover multiple commodities and services. The prices reflected on GSA schedule contracts are the most favored customer (MFC) prices and the maximum price

allowable. TXMAS contracts take advantage of the MFC pricing and under certain circumstances, an agency or local government entity, may negotiate a lower price for the goods or services offered on a schedule contract. A “best value” purchase can be made by following the TXMAS purchasing procedures.

3. **DIR** – Department of Information Resources. The main functions of the agency are to:

- Develop and manage a vision of IT-enabled government;
- Complete all legislatively mandated studies in a timely manner;
- Provide research, advisory services, and technical assistance to all levels of government;
- Manage the Texas Online contract;
- Identify education requirements for information resources (IR) managers and other IR employees;
- Explore practical applications for emerging technology;
- Establish rules and standards for information technology;
- Negotiate volume purchase agreements for quality products and services;
- Provide guidelines and assistance regarding the protection of the state’s IR assets;
- Assist agencies in providing secure reliable statewide IT operations;
- Assist in establishing cooperative initiatives;
- Provide telecommunications services to agencies and local governments;
- Identify enterprise-wide electronic government projects;
- Manage contracts for the West Texas Disaster Recovery and Operations Center and the Austin Disaster Recovery and Operations Center;
- Implement infrastructure to support statewide electronic procurement and electronic travel system.

Cooperative Food Purchasing Programs

There are several kinds of cooperative food purchasing programs that are designed to benefit school districts through improved economic and administrative efficiencies. Included in these cooperative food-purchasing programs are those administered by Education Service Centers, the Texas Building and Procurement Commission, and local governments. Additional information on the food purchasing programs offered by these entities may be obtained from the Education Service Center.

Model for the Competitive Procurement Process

The competitive procurement process is lengthy and adequate time must be allowed to complete the tasks identified below. A minimum of six (6) to ten (10) weeks should be expected from complete specifications to award of a Bid/Proposal.

MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR PERSONAL PROPERTY AND SERVICES		
Task	Description	Who Is Responsible
Evaluate Purchasing Needs & Confirm Availability of Approved Budgeted Funds.	Establish the minimum acceptable requirements that the product/service must meet.	Purchasing Manager with input from End Users
Prepare Bid/Proposal Specifications	<p>Prepare detailed specifications in accordance with guidelines listed. Specifications must contain adequate technical descriptions to clearly identify the type of material, equipment, or services required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where required. The specifications must also include;</p> <ul style="list-style-type: none"> • Detailed description of the item/service that specifies the minimum acceptable requirements of the user department/campus. Industry standards should be utilized whenever possible. • Quantity required. • Approximate required delivery and/or period of performance time. • Any relevant prints, diagrams, and/or samples of the item requested. 	Purchasing Manager with input from End Users

MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR PERSONAL PROPERTY AND SERVICES		
Task	Description	Who Is Responsible
	<ul style="list-style-type: none"> • Suggested source(s) of supply. <p>Specifications must be provided to the Purchasing Manager electronically (via email or disk) in Microsoft Word format.</p>	
Review Bid/Proposal Specifications	Review the item/service specifications to determine if competitive bids/proposals can be obtained and to ensure that Board policies and state laws are followed.	Purchasing Manager
Advertise	Ensure bid/proposals are published once per week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. Additionally, bids/proposals are published on the CISD Purchasing Website @ www.crosbyisd.org .	Purchasing Manager
Pre-Bid/Proposal Conference	Optional procedure as needed. This conference is used to allow vendors to meet with District personnel to clarify specification requirements or to conduct site visits.	Purchasing Manager
Open Bid/Proposal	Bids/proposals will be opened at the date, time, and place specified in the request for bids or proposal.	Purchasing Manager
Evaluate Bid/Proposal	Review bids/proposal responses and evaluate responses using established Vendor Award Criteria.	Purchasing Manager
Prepare Written Recommendation	<p>Prepare a written recommendation containing the following information.</p> <ol style="list-style-type: none"> 1. Description of supply, product, or service 	Purchasing Manager

MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR PERSONAL PROPERTY AND SERVICES

Task	Description	Who Is Responsible
	<p>2. Evaluation results (list criteria used to evaluate)</p> <p>3. Name of recommended vendor</p> <p>4. Justification for recommendation:</p> <p style="padding-left: 20px;">a. If low bid is not recommended, list reasons for rejecting low bid</p> <p style="padding-left: 20px;">b. Explain how best value was determined (price, quality, delivery, etc.?)</p> <p>5. Annual estimated cost/expenditures</p> <p>6. Fund code, fund name, and budget owner</p> <p>7. Signature of appropriate approval authority for award recommendation and board letter.</p> <p>If all bids/proposals are rejected and a re-bid process will take place, the letter must contain:</p> <p style="padding-left: 20px;">1. Description of supply, product or service.</p> <p style="padding-left: 20px;">2. Justification for recommendation to reject all bids, listing reasons for rejection of every bid.</p> <p style="padding-left: 20px;">3. Request to re-bid.</p>	

MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR PERSONAL PROPERTY AND SERVICES

Task	Description	Who Is Responsible
	<p>4. Estimated cost/expenditures.</p> <p>5. Fund code, fund name, and budget owner.</p> <p>6. Signature of appropriate approval authority for award recommendation and board letter.</p>	
Appeal letters	Prepare appeal letters for each unsuccessful low bidder listing the reason(s) their bid was not recommended. The bidder/proposer has five business days to appeal the District's decision.	Purchasing Manager
Obtain Board of Trustees Approval	Board approval is required before the successful bidder/proposer is notified of the award. (Note: Board meetings are normally held on the third Tuesday of each month).	Purchasing Manager
Award Bid/Proposal	Notify successful bidder(s)/proposer(s) via award letters or properly executed purchase orders.	Purchasing Manager
Monitor Performance	Monitor the vendor's performance and ensure they comply with all specifications regarding the product to be delivered or service to be performed, including the condition of product upon delivery, and whether the service was performed or product was delivered within the stated delivery/performance period.	Purchasing Manager with input from End Users

Vendor Relations

In centralized purchasing, the purchasing department is primarily responsible for vendor relations, contact, and communication. However, school campuses, departments, and staff must also communicate with vendors in order to obtain information necessary to properly prepare requisitions. Therefore, every employee involved in procuring goods or services for the District is responsible for fostering good vendor relations. It must be understood that contact and communication with vendors by school campuses, departments, and staff are not to represent a commitment to purchase.

Approved Vendor List

An **approved vendor** is a vendor that has been awarded a Bid/Proposal through the CISD competitive procurement process or through an Interlocal Agreement. Approved vendors are preferred because they have competed for business through the competitive procurement process.

Lists of **approved vendors** can be obtained from the purchasing manager. Vendor information is normally updated annually at the beginning of each school year. If unclear from whom to purchase a good or service, please contact the Purchasing Manager prior to contacting a vendor.

New Vendors

New vendors can start doing business with the district through the competitive procurement process which begins with the vendor mailing list or through a school/department submitting a new vendor request to the purchasing manager.

Vendor Mailing List

The purpose of the mailing list is to notify vendors of advertised bids and proposals. Bids and proposals are posted to the District's website at:
<http://www.crosbyisd.org/education/components/docmgr/default.php?sectiondetailid=12325&fileitem=10366&catfilter=ALL>

New Vendor Request

Often vendors contact schools and departments and offer goods and services. If a school or department decides to purchase goods or services from a new vendor, they will have to request a new vendor through the purchasing manager. To have a new vendor added to Skyward, the end user or vendor must complete the Vendor Profile Form.

Vendor Performance Evaluation

Evaluation of vendor performance is an important aspect of centralized purchasing. Problems encountered by a particular school or department can be avoided by other District entities when these occurrences are communicated to the Purchasing Department. Factors to consider when dealing with vendors:

- Timeliness of deliveries
- Service availability
- Completeness and accuracy of the order
- Quality of products or services received

Whenever problems are encountered with a vendor, (i.e., a vendor fails to deliver certain items or delivery does not meet specifications) it is important to document the problem, noting the date and an accurate description of the problem. In addition to contacting the Purchasing Department, the vendor should be contacted. Keep a record of all phone calls, including the dates and what was discussed and send a copy to the Purchasing Department preferably by email.

If the problem is not resolved, coordinate with Purchasing to prepare written correspondence stating the problem, the corrective action required and that the vendor's failure to correct the problem to be sent from the Purchasing Department.

If a significant problem continues, legal counsel will be obtained regarding the removal of the vendor from the vendor list and discontinuing business with the vendor.

Visits from Vendors

Under Board Policy solicitors, vendors, collectors, or salespersons shall not be permitted to confer with students or employees during school hours without the prior approval of the Superintendent or designee.

Under no circumstances shall such persons be permitted to interrupt classes or conduct personal business with employees.

Local managers of school facilities shall be responsible for compliance with this procedure within the confines of their facilities.

Vendors desiring to visit schools for educational purposes must:

- File identification information with the Purchasing Department.

- Provide the Purchasing Department with a completed IRS Form W-9. These forms can be obtained from the IRS website at www.irs.gov.

Budget (Object) Codes

It is the end user's responsibility to ensure the correct budget (object) codes are used when entering a requisition. In order to process purchase orders in a timely manner, the correct object code must be used when the requisition is entered. A requisition that contains the wrong budget code will be held in Purchasing until the end user corrects the budget code. When there is an incorrect budget code, the purchasing manager will contact the end user to let them know that there is a change to be made and a purchase order will not be issued until said change is made. **When correcting a budget object code be sure to correct the budget code on first page of the requisition entry as well as the budget code entry on each line item on the second or subsequent pages of the requisition and have the requisition re-approved.**

If you have questions regarding which budget code to use, contact the Purchasing Manager at (281) 328-9200 x 1213 for assistance.

Shipping Destination

When a requisition is created the **"ship to"** and **"attention"** fields are required to identify the delivery address and receiver's name.

The district uses both **centralized** and **decentralized** receiving.

Travel Procedures

Employees authorized to travel for business and educational purposes on behalf of the District shall be reimbursed for all usual and customary travel-related expenses made on behalf and in connection with District business according to District rates and state law. The processes established herein have been developed on the premise that employees will use good judgment and prudence in the expenditure of District funds when traveling. Travelers are expected to select the most economical and practical accommodations, arrangements and services in accordance with the needs of the trip. All travelers, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's Travel Expense Regulations. Requests for exceptions to these regulations must be made in writing prior to taking a trip and signed by the Superintendent of Schools or his designee.

Travel Regulations for In-District and Out-of-District Travel:
In-District Travel: All travel within the boundaries of Crosby ISD
Out-of-District Travel: All other travel outside 50 mile radius of Crosby
ISD boundaries

Supervisors have the following responsibilities prior to authorizing travel:

- Ensure funds are available based upon estimated travel costs prior to authorizing travel expenses.
- Ensure that the individual traveling is informed and aware of these travel regulations.
 - A Travel Reimbursement Request Form must be completed for all staff traveling within District boundaries and for all out-of-District travel. All employees must complete a Travel Reimbursement Request Form for overnight travel for out-of-District travel only. The form must be signed by the applicant requesting permission to travel and approved by the appropriate his/her supervisor. This request should be completed and submitted for payment ten (10) working days after trip. This will ensure that the campus/department secretary/bookkeeper will have sufficient time to enter the check request(s) into Skyward and get all backup to the Accounts Payable Manager.
 - If the employee is traveling to a conference, a conference brochure must be attached to the travel request.
 - The District will not provide a meal allowance or overnight lodging within the areas bounded by West-Katy, North-Conroe/Kingwood, East-Eastern boundary of Chambers County, South-Galveston. Exceptions to the overnight lodging provision must be pre-approved by the Superintendent of Schools, Assistant Superintendent of Instruction, Assistant Superintendent of Administration or the Assistant Superintendent of Finance.
 - **Travel must be overnight in nature to be eligible for a meal allowance. All receipts are required for reimbursement. Meal receipts should be detailed receipts, not your credit card receipt. You will only be reimbursed for meals if original receipts are turned in.**
 - The employee should include all actual expenses (excluding sales tax) on the travel reimbursement request form. The Travel Reimbursement Request form is to be used for all expense reimbursement requests.
 - Advance for lodging (\$85 per night/per person) and mileage will be paid up front. In order to issue timely advances, the request must be submitted to the Accounts Payable Manager no later than ten (10) working days prior to travel.

- All out-of-state travel must be approved in advance by the Superintendent of Schools.
- The Assistant Superintendent of Finance and or the Superintendent of Schools must approve any exceptions to these requirements.

Maximum Transportation Reimbursement for Employees

Air Travel

- When this mode of travel has been approved by the Superintendent the employee is required to complete Credit Card Authorization Form (Exhibit A) and check out the District credit card for all airfare not exceeding the average coach fare. Employees should make airfare arrangements directly with the airline via phone or internet to access the lowest available fares (no travel agents). Failure to utilize the most economical travel method available may result in the employee being charged for the extra cost/fees.
- Special discounted fares should be used when available, and trips should be planned far enough in advance when possible to qualify for discounted travel fares.
- If airfare is purchased over the Internet, Accounts Payable will require a printed confirmation, with a confirmation number and total fare charged that demonstrates that the fare was charged to the District's credit card.
- Authorized Mode of Transportation for CISD Employees: Employees should make their own travel arrangements utilizing the most economical travel methods available.

Private Vehicle

The maximum mileage rate for use of privately owned automobiles is the current State of Texas Comptroller of Public Accounts maximum mileage rate. CISD travel forms will be updated periodically to reflect the current state rate. As of July 1, 2015 the mileage rate is \$0.575 concurrent with the State of Texas mileage rate.

- The District requires that you include map/directions when determining the reimbursable mileage between points indicated on the travel reimbursement form. The following are allowable guides to find and print map/directions: www.randmcnally.com, <http://maps.google.com>, or www.mapquest.com.
- If two or more employees from the same campus/department are going to attend the same function on the same date and time, they should carpool together.

- Reimbursement for taxi fares, personal and District vehicle parking fees, toll road fees, telephone calls and facsimile are authorized at actual costs in conjunction with their business use. Receipts are required for all fares and fees and may be reimbursed through Accounts Payable with accompanying receipts. The District will not reimburse employees for valet parking unless approved in advance by the Assistant Superintendent of Finance or the Superintendent of Schools.
- Car rentals will be reimbursed at actual costs under emergency conditions or if approved by the Assistant Superintendent of Finance or the Superintendent of Schools prior to actual travel. The rental must be less expensive than taxi fares. Mileage charges do not apply to rented vehicles. Mileage for personal travel on a business trip is not reimbursable. A detailed statement or justification for the car rental, reflecting the emergency nature or other reasons why car rental is justifiable should be attached to the Travel Reimbursement Request Form.

Note: Any District employee who rents a vehicle in connection with District business must take the collision damage waiver and/or loss damage insurance coverage for each day the vehicle is rented. The insurance coverage may be called collision damage waiver (CDW) or loss damage waiver (LDW) by the rental agency.

Meal Allowance

Please see chart in Exhibit A. IRS rules do not allow for a per diem meal allowance on non-overnight trips. Alcoholic beverages are NOT reimbursable by the District.

Lodging

Please see chart in Exhibit A for local fund lodging amounts and \$85 + 9% city tax (\$92.65 per night/per person/per room) for state/federal funds.

- Out-of-state lodging shall not exceed the rate established in federal/state travel regulations for each locality, if travel is funded from state or federal grants.
- Travelers staying at a hotel within the state should complete a State Hotel Occupancy Tax Exemption Form at the time of check-in to qualify for State tax-exempt status. Travelers will only be reimbursed for taxes.
- The District will only reimburse travelers on actual, itemized hotel bills. Credit card receipts are not acceptable substitutes.

Reimbursable Expenses

Expenses that require prepayment such as registration fees can be paid or reimbursed to the employee on the Travel Expense Reimbursement form or can be directly paid by Accounts Payable.

- All employees who travel and are seeking reimbursement for expenses after their travel is complete must submit a Travel Expense Reimbursement Form to settle up their expenses. This request should be submitted no later than ten (10) working days after a trip.
- Each employee should turn in a report of travel expenses. The Business Office will not accept one report for several employees.
- Employees who are reimbursed mileage for in-district travel should submit their reimbursement request on an as needed basis.
- If supplies and materials are purchased at a workshop or conference, they must be approved in advance by the Purchasing Manager prior to taking the trip. Prior written approval should be documented and the maximum amount specified on the written approval.
- Personnel authorized to travel using federal grant funds should be aware of any restrictions these funds place on travel expense reimbursement. These restrictions may be found by contacting the appropriate grant administrator. At no time will the District reimburse federally funded travel at a rate in excess of that prescribed for all other District employees.
- Personnel reimbursed must turn in original meal receipts with the travel reimbursement form per Texas Education Agency guidelines.

Exhibit A

CROSBY INDEPENDENT SCHOOL DISTRICT

APPROVED MILEAGE CHART

As of July 1, 2015

Crosby ISD Mileage Rate
\$.575/mile

Destination	Miles	Pay	Destination	Miles	Pay
ABC - HCDE	48	\$27.60	Houston	49	\$28.18
Abilene	864	\$496.80	Huntsville	170	\$97.75
Alief ISD	77	\$44.28	JJAEP	64	\$36.80
Amarillo	1227	\$705.53	Kerrville	565	\$324.88
Arlington	541	\$311.08	La Marque	87	\$50.03
Austin	377	\$216.78	La Porte	44	\$25.30
Baytown	32	\$18.40	Livingston	139	\$79.93
Beaumont	129	\$74.17	Lubbock	1176	\$676.20
Bellaire	66	\$37.95	Lufkin	235	\$135.13
Brazoria	155	\$89.12	Nacogdoches	28	\$16.10
Brenham	186	\$106.95	New Braunfels	396	\$227.70
Bryan	239	\$137.43	New Orleans	667	\$383.53
Clear Lake	65	\$37.38	Pasadena	47	\$27.03
Cleveland	81	\$46.57	Port Arthur	154	\$88.55
College Station	228	\$131.10	Region IV	65	\$37.38
Conroe	91	\$52.33	Round Rock	369	\$212.18
Corpus Christi	480	\$276.00	Round Top	229	\$131.68
Dallas	507	\$291.53	San Antonio	441	\$253.58
Deer Park	46	\$26.45	San Marcos	376	\$216.20
Dickinson	93	\$43.58	Santa Fe	89	\$51.18
El Paso	1541	\$886.08	South Padre Island	786	\$451.95
Friendswood	77	\$44.28	Spring	66	\$37.95
Fort Worth	553	\$317.97	Sugarland	85	\$48.88
Galena Park	27	\$15.52	Texas City	84	\$48.30
Galleria Area	64	\$36.80	Victoria	299	\$171.93
Galveston	108	\$62.10	Waco	410	\$235.75
Harlingen	704	\$404.80	Wharton	164	\$94.88
HCDE	50	\$28.75	The Woodlands	78	\$44.85
High Point East - HCDE	25	\$14.38			

CROSBY INDEPENDENT SCHOOL DISTRICT
APPROVED PERDIEM CHART

As of July 1, 2015

Destination City	County	Lodging	Meals/IE	Mileage
Arlington/Fort Worth/Grapevine	Tarrant County/Grapevine	\$140.00	\$56.00	\$0.575
Austin	Travis	\$120.00	\$71.00	\$0.575
Big Spring	Howard	\$128.00	\$46.00	\$0.575
College Station	Brazos	\$97.00	\$56.00	\$0.575
Corpus Christi	Nueces	\$97.00	\$51.00	\$0.575
Dallas	Dallas County	\$123.00	\$71.00	\$0.575
El Paso	El Paso	\$90.00	\$51.00	\$0.575
Galveston	Galveston	\$119.00	\$56.00	\$0.575
Greenville	Hunt County	\$86.00	\$51.00	\$0.575
Houston (L.B.J. Space Center)	Montgomery/Fort Bend/Harris	\$118.00	\$71.00	\$0.575
Laredo	Webb	\$96.00	\$56.00	\$0.575
McAllen	Hidalgo	\$86.00	\$56.00	\$0.575
Midland	Midland	\$164.00	\$56.00	\$0.575
Pearsall	Frio, Medina, and La Salle	\$151.00	\$46.00	\$0.575
Plano	Collin	\$104.00	\$61.00	\$0.575
Round Rock	Williamson	\$91.00	\$51.00	\$0.575
San Antonio	Bexar	\$110.00	\$66.00	\$0.575
South Padre Island	Cameron	\$85.00	\$56.00	\$0.575
Waco	McLennan	\$87.00	\$51.00	\$0.575

Daily Meal Breakdown (overnight only)

Total	Continental Breakfast / Breakfast	Lunch	Dinner	Incidental Expenses
\$46.00	\$7.00	\$11.00	\$23.00	\$5.00
\$51.00	\$8.00	\$12.00	\$26.00	\$5.00
\$56.00	\$9.00	\$13.00	\$29.00	\$5.00
\$61.00	\$10.00	\$15.00	\$31.00	\$5.00
\$66.00	\$11.00	\$16.00	\$34.00	\$5.00
\$71.00	\$12.00	\$18.00	\$36.00	\$5.00

Total	First & Last Day of Travel
\$46.00	\$34.50
\$51.00	\$38.25
\$56.00	\$42.00
\$61.00	\$45.75
\$66.00	\$49.50
\$71.00	\$53.25