

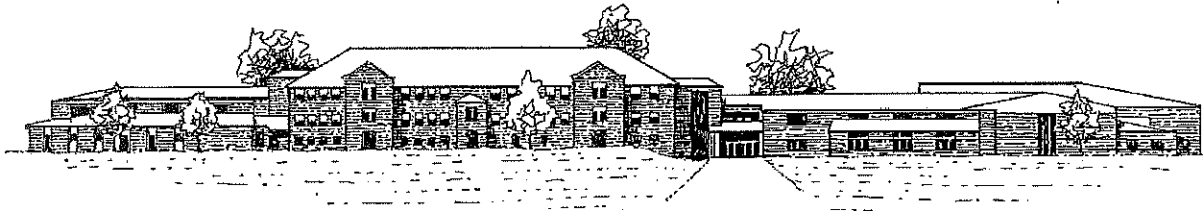
# **ZANE TRACE LOCAL SCHOOL DISTRICT**

## **PROCEDURES HANDBOOK**

**2019 - 2020**

INFORMATION IS ALSO AVAILABLE ON

[www.zanetrace.org/Administration/Treasurer](http://www.zanetrace.org/Administration/Treasurer)



## ZANE TRACE LOCAL SCHOOL DISTRICT

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946 State Route 180 • Chillicothe, Ohio 45601 • 740-775-1355

### **Open Enrollment for Insurance August 15, 2019 through September 15, 2019**

It's "Open Enrollment"- the designated time of the year according to the negotiated agreement when Employees may change their enrollment in family or single coverage from August 15 to September 15 and from February 15 to March 15.

### **Open Enrollment for Tax Sheltered Annuities September 1, 2019 through September 30, 2019**

Enrollment and/or alteration of deductions for tax sheltered annuities shall be accomplished between September 1 and September 30, and between January 1 and January 30.

Please notify me if you wish to make changes to your insurance coverage or Tax Sheltered Annuities at this time.

Also, please notify me of any name and address changes throughout the year.

You can contact me at 775-1355 ext. 1121 or [adiehl@ztlisd.org](mailto:adiehl@ztlisd.org).

Thank you,

A handwritten signature in cursive script that reads "Anita M. Diehl".

Anita M. Diehl  
Fiscal Assistant Payroll

**ZANE TRACE LOCAL SCHOOL DISTRICT**

TO: All Zane Trace Employees  
FROM: Anita M. Diehl  
Treasurer's Office  
SUBJECT: E-Mail Address

With the start of a new school year, we need to update our E-Mail addresses for all employees. This will help with the notification of vacancy notices and other information that needs to be passed on to ZT Employees during the 2019-2020 school year.

Please list your E-Mail address(es) below where you would like to receive Zane Trace notifications. Return this form to my office by Friday, August 30, 2019.

Thank you.

All Zane Trace Employees will receive E-Mail notifications at this address:

School E-Mail Address: @ZTLSD.org

Other E-Mail Address:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# ZANE TRACE LOCAL SCHOOL DISTRICT

## CERTIFICATION OF UNDERSTANDING OF PURCHASING PROCEDURES

1. **The Ohio Revised Code requires that a purchase order be obtained prior to any purchase.**
  2. The Ohio Revised Code also requires that if a purchase order is not obtained prior to a purchase the Board of Education must approve the payment before the Treasurer's Office can remit payment.
  3. The Treasurer's Office purchasing procedures can be viewed on the treasurer's page of our school website.
- FOR YOUR INFORMATION:
- A. Companies list the order date, ship date and invoice date on their bill. Therefore, the Treasurer's Office can easily see if an employee places an order prior to obtaining a purchase order.
  - B. If you will have meeting expenses that will need reimbursed, create a requisition prior to your meeting date(s) and obtain an approved copy of the Purchase Order (Remember to allow enough time for your request to be approved and created; time frames are listed on requisition)
  - C. **If you do not first obtain an approved purchase order for any purchases, meeting expenses, mileage, ordering any fundraiser items for resale and/or services, etc... the expense will become the responsibility of the employee who did not follow the purchasing procedures. The treasurer's office will not pay these invoices.**

### **FOR ZANE TRACE LOCAL SCHOOL DISTRICT EMPLOYEE TO COMPLETE:**

**By my signature below, I hereby acknowledge that I have reviewed the handout on purchasing procedures of Zane Trace Local School District and that I understand the purchasing procedures of the Zane Trace Local School District. This understanding includes the fact that I must have an approved purchase order from the Treasurer's Office prior to making any purchase, ordering any fundraiser items for resale and/or services, etc... I also understand that I must have an approved purchase order before making any purchase on which I plan to request reimbursement. In addition, I understand that I need to request an approved purchase order prior to incurring any reimbursable meeting expenses including meals, mileage, or lodging.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

**PLEASE MAKE A COPY OF THIS FORM BEFORE TURNING INTO TREASURER OFFICE**

**MEMO**

**TO:** ALL EMPLOYEES

**FROM:** Tammy Irwin, Treasurer

**DATE:** August 1, 2019

**RE: PROPER PURCHASING PROCEDURES**

**PLEASE BE AWARE THAT EMPLOYEES MUST FOLLOW THE PROPER PURCHASING PROCEDURES.**

All requisitions are to be completed **prior** to the date of purchase for everything. If a requisition is for a reimbursement, the requisition date **must be prior to or the same date** as the reimbursement receipt and should be turned in within 24 hours of the receipt date.

Purchase order numbers will only be given when the requisition form is received. **Please be sure** to list any special instructions or requests on the requisition form. Remember to allow **at least 5 to 7 days** for the processing of your purchase order.

The purchasing procedure is based on the Ohio Revised Code and the Auditor of the State of Ohio Compliance Requirements. If these requirements are not followed, payment for any unauthorized purchases will be the personal responsibility of the purchaser.

**ZANE TRACE LOCAL SCHOOL DISTRICT**  
**946 STATE ROUTE 180**  
**CHILLICOTHE, OH 45601**

Purchasing Procedures

Before any purchase is made, the procedures below **must** be followed or authorization **will not** be given for the purchase.

**STEP # 1**

Prepare a requisition form per the requisition template to **include** the *correct* following information:

1. Complete vendor name, address and phone number.
2. Indicate if the order is to be mailed, faxed or returned for call in.
3. Include any special instructions.
4. Complete the details of items being ordered.  
-Item numbers, quantity, description, pricing, shipping, etc.
5. Account to be charged for purchase.
6. Delivery address.
7. **If requisition is for a sales project, a sales potential form must be attached.**
8. Signature approval from direct supervisor is required.
9. Forward the requisition form by email to your direct supervisor for approval.
10. Supervisor (administrator) will forward the requisition to Zane Trace Reqs.

*If any of the above information is not included on the requisition form, the form will be returned until the information is complete.*

**STEP # 2**

The requisition will be approved and turned into a purchase order in the Treasurer's Office. **No order should be placed** until you have received your copy of the purchase order back from the Treasurer's Office. The Treasurer's Office will distribute the purchase order as follows:

- a) White Copy (Original) returned to the requester unless otherwise noted.  
Any special instructions should be noted on the front of the purchase order.
- b) Pink and Yellow Copies are retained in the Treasurer's Office for recording purchases.

**STEP # 3**

When the purchase order is returned to you, you may place the order.

**STEP # 4**

After the order has been received you need to send a copy of the packing slip "*marked received and signed*" with a copy of the white purchase order. This provides authorization to the Treasurer's Office to remit payment for the purchase. **NO** payments will be made until verification has been received. If this was related to a sales project, the sales potential form should be completed and returned at this time.

\*\*\*Example is attached.

**PURCHASE ORDER**

SEND ALL  
INVOICES

ZANE TRACE LOCAL SCHOOLS  
946 State Route 180  
Chillicothe, OH 45601  
740-775-1355

DATE  
05/14/2019

PURCHASE ORDER NO.  
161619 Page: 1

These numbers must appear on all letters, invoices, Shipping Memos,  
Bills of Lading, Express Receipts and Packages.  
PLEASE ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF THIS  
ORDER.

INVOICE IN DUPLICATE

VENDOR

TO: Vendor: 000702  
LITTLE'S GREASE TRAP SERVICE  
239 CLAY STREET  
WHEELERSBURG OH 45694

DELIVER

TO: ZANE TRACE CAFETERIA  
946 ST. RT. 180  
CHILLICOTHE OH 45601

ATTN: R. DUNN

TERMS:

REQUISITION NO:

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	EA	FOR CLEANING GREASE TRAP FOR THE CAFETERIA	500.00	500.00
				\$ 325 -

PAGE TOTAL: 500.00  
GRAND TOTAL: 500.00

TI	FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB	AMOUNT
05	006	3120	423	0000	000000	000	00	000	500.00

VERIFICATION OF RECEIPT OF GOODS

\_\_\_\_\_ Order Complete

\_\_\_\_\_ Items Back Ordered (Circle)

Material Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Return to Business Office Upon Completion

It is hereby certified that the above amount required to meet the contract, agreement, obligation, payment or expenditure for the above and at the time that the contract or order was made ("then"), has been lawfully appropriated or authorized or directed for such purpose at the time that the Treasurer is completing the certification ("now"), and is in the treasury or in process of collection to the credit of the funds to the board of education free from any obligation or certification now outstanding.

TAX EXEMPT

STATE ID \_\_\_\_\_  
FED ID \_\_\_\_\_

**THIS ORDER IS VOID UNLESS TREASURER'S  
CERTIFICATE IS SIGNED**

*Tambrea L. Durin*  
Treasurer, Board of Education      05/14/2019  
Dated

*Jenny Moore*  
Superintendent      05/14/2019  
Dated





Little's Grease Trap Service, LLC

239 Clay Street

Wheelersburg, OH 45694

740-574-2033 1-888-548-8570

Fax 740-574-8564

# Invoice

Date	Invoice #
5/30/2019	21333

Bill To
Zane Trace Board of Education 946 State Route 180 Chillicothe, OH 45601

P.O. No.	Terms	Technician
Bob Dunn	Net 15	Tim

Description	Qty	Rate	Amount
Servicing inside grease trap at Zane Trace School 05/28/19		325.00	325.00T

Thank you for your business.	<b>Subtotal</b>	\$325.00
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$325.00 ✓
	<b>Balance Due</b>	\$325.00

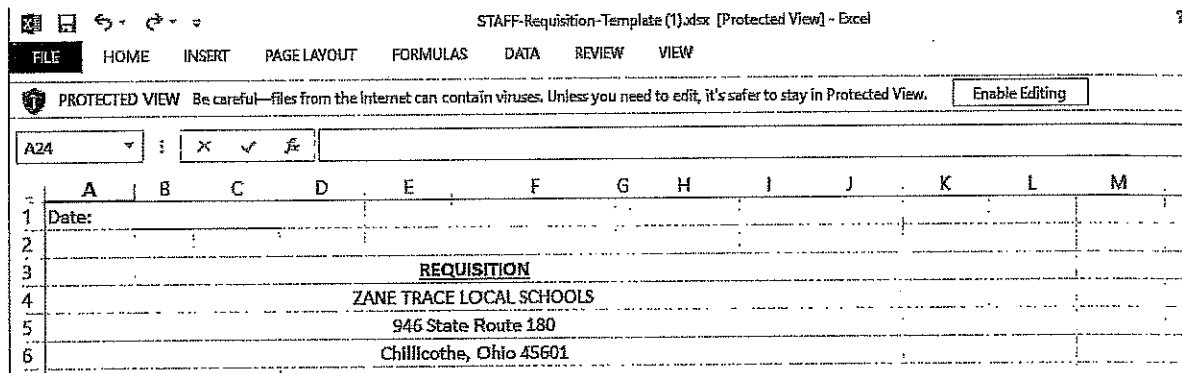
How to fill out a new requisition

Go to the following Web URL or navigate to the treasurer's page by hovering over Departments on the School Webpage and clicking on Treasurer.

<https://www.zanetrace.org/Treasurer.html>

Click on Staff Requisition Template. If you are using Google Chrome, the file will automatically download. If you are using Internet Explorer, you will need to open or save the template. By default, the template will be found in the Downloads folder on your PC.

After opening up the template, you will need to click on Enable Editing as you can see in the picture below.



After enabling editing you can use tab to move through the gray text fields.

After you are finished, you can either save the original downloaded template with the information you entered or do a save as, which will ask you where to save the file and rename the file, but will not change the original downloaded template, so that you may use it again.

Attach the template to your email and send to [ztreqs@ztlisd.org](mailto:ztreqs@ztlisd.org)

**ZANE TRACE LOCAL SCHOOL DISTRICT  
946 STATE ROUTE 180  
CHILLICOTHE, OHIO 45601**

**TO:** All Personnel

**FROM:** Treasurer's Office

**SUBJECT:** Bank Deposits

1. Please be aware that any money collected must be turned in to the Treasurer's Office within 24 hours of receipt.
2. Bring all deposits to the Treasurer's Office as soon as possible. Be sure to directly hand deposits to one of the staff members in the administrative office. **DO NOT LEAVE DEPOSITS LAYING ON THE SECRETARY'S DESK AT ANY TIME.**
3. All activity deposits must be accompanied by a pay-in form and envelope. These are available in the Principal's Office.
4. All money needs to be to the Treasurer's Office before 1:30 P.M. each day. **No money will be accepted after 1:30 P.M.** You will be responsible for any money received after this time.

*\*\*\*\*Please assist us with these tasks so that we can perform our duties according to timelines of the banking hours.*



**ZANE TRACE LOCAL SCHOOL DISTRICT  
946 STATE ROUTE 180  
CHILlicoTHE, OHIO 45601**

**STUDENT ACTIVITY PROCEDURES**

*The following list of forms and procedures are to be followed by each student activity advisor.*

- 1.) For every fund raising project, a sales potential form must be filed. These forms are included in your notebook and are also available in the Principal and/or Treasurer's Office, or [www.zanetrace.org/Administration/Treasurer](http://www.zanetrace.org/Administration/Treasurer).

The top portion of the sales potential form is to be completed **before the project begins**. Building Principals, Athletic Director, or your direct Supervisor **do** need to approve all fund raising projects. A copy of this form will remain in the Building Principal's Office and the Treasurer's Office.

As you collect money from your fundraiser, the amounts should be recorded and deposited within 24 hours of collection, and deposited with the Treasurer's Office by 1:30P.M. each day.

When the project is finished, the bottom of the original form is to be completed, and then turned into the Building Principal and Treasurer's Office.

- 2.) All deposits are required to be made **daily by 1:30 P.M.**. A pay in form/envelope is required to accompany any money being deposited. Pay in form/envelopes are available in the Building Principal's Office.
- 3.) Advisors should provide written receipts to each individual student when money is received. Duplicate receipts must be kept by each advisor. Be sure to include any information such as check number, amount and name on receipt form. Receipt books are available in the Principal's Office. These records **will be audited** by the Auditor of State.
- 4.) On a monthly basis, the Treasurer's Office will provide each Student Activity Advisor with a Student Activity Financial Report. This report reflects all receipts and expenditures made in the month by your student activity. If any discrepancies arise, please contact the Treasurer's Office in writing so the correction can be made.
- 5.) **No staff member should be conducting the sale of anything in their classroom.**

## SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by Student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Organization \_\_\_\_\_

Proposed Sales Project \_\_\_\_\_

Company and Address \_\_\_\_\_

Representative \_\_\_\_\_

Quantity to be Ordered \_\_\_\_\_

Cost per Unit \_\_\_\_\_

Proposed Sale Price per Unit \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Principal or Bldg. Administrator      Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent      Date

This section to be completed when project is completed.

Purchases _____	Unit Price @ \$ _____	Total Cost \$ _____
_____	_____	_____
_____	_____	_____
Less:		
Returns _____	\$ _____	\$ _____
Total to be Accounted for _____	\$ _____	\$ _____
Total Deposited with Treasurer		\$ _____
Quantity Unaccounted for _____		\$ _____
(Explain on Reverse Side)		

\_\_\_\_\_  
Sponsor Signature      Date

\_\_\_\_\_  
Principal or Bldg. Administrator      Date

\_\_\_\_\_  
Superintendent


## SALES PROJECT POTENTIAL

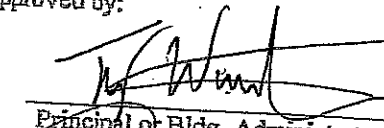
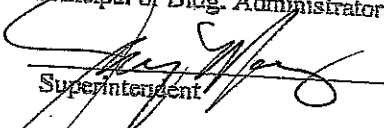
The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by Student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Organization Golf  
 Proposed Sales Project Candy Sales By Coach/Teacher  
 Company and Address \_\_\_\_\_  
 Representative \_\_\_\_\_  
 Quantity to be Ordered Bulk  
 Cost per Unit \_\_\_\_\_

Proposed Sale Price per Unit \$0.25 - \$1.00

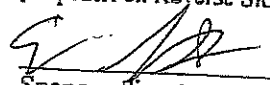
Requested by:  
  
 Sponsor Signature  
4/8/19  
 Date

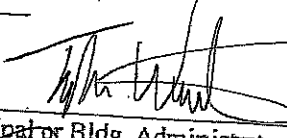
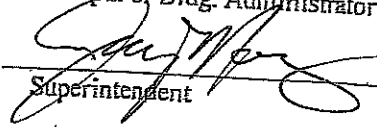
Approved by:  
  
 Principal or Bldg. Administrator 5/20/19  
 Date  
  
 Superintendent 5-20-19  
 Date

This section to be completed when project is completed.

Purchases _____	Unit Price @ \$ _____	Total Cost \$ _____
_____	_____	_____
_____	_____	_____
Less: Returns _____	\$ _____	\$ _____
Total to be Accounted for _____	\$ _____	\$ _____
Total Deposited with Treasurer _____		\$ _____
Quantity Unaccounted for _____ (Explain on Reverse Side)		\$ _____

\$ 800 Deposited  
\$ 498.28 Candy Cost  
\$ 301.72 Profit

  
 Sponsor Signature 5/17/19  
 Date

  
 Principal or Bldg. Administrator 5/20/19  
 Date  
  
 Superintendent 5-20-19  
 Date



REMINDER TO CERTIFIED PERSONNEL  
DISCRETIONARY FUND REIMBURSEMENT PERIOD OPEN  
FROM SEPTEMBER 1 TO SEPTEMBER 15, 2019

1. Please Complete Requisition Template and Send to your Principal for approval.
2. Receipts to Be Reimbursed should be forwarded in an envelope to the Treasurer's Office by:

**MONDAY, SEPTEMBER 16, 2019**

Please write your name on all receipts.

Per Master Agreement, Article 10, Fringe Benefits H.1-3 – pages 45-46

H. Discretionary Funds

1. Each teacher is entitled to spend up to one hundred fifty dollars (\$150) for their classroom at their own discretion.
2. To be reimbursed, teachers have to save receipts and turn them into their building principal.
3. Receipts may only be turned in from September 1 through September 15 or from March 1 through March 15. Receipts can only be turned in once during the school year.

## APPLICATION FORM FOR ACADEMIC STIPEND

EMPLOYEE NAME \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

NAME OF ACCREDITED UNIVERSITY \_\_\_\_\_

NAME OF COURSE TAKEN \_\_\_\_\_

NUMBER OF HOURS TAKEN \_\_\_\_\_

COST OF COURSE \_\_\_\_\_

The above course is related to my teaching field and/or my field of certification YES / NO

Attach paperwork verifying your course information. (A copy of your payment receipt and a copy of your transcript.)

Please return completed form to the Treasurer's Office.

ZANE TRACE LOCAL SCHOOL DISTRICT  
EMPLOYEE CHANGE OF NAME and/or ADDRESS FORM

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE NAME CHANGE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SCHOOL DISTRICT OF RESIDENCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER OFFICE DATE CHANGED: \_\_\_\_\_