

Graham Independent School  
District

Money Matters Manual

Procedures and Policies

# **Money Matters Manual**

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# Graham ISD Use of Purchase Order

State law requires all school districts to process an authorized purchase order (PO) prior to placing an order committing district managed funds. A purchase order is not authorized until it is approved by the Assistant Superintendent of Finance and Operations and/ or the Superintendent.

The district will not be responsible for any orders placed before a PO has been approved. If you purchase supplies before obtaining a GISD purchase order, you will not be reimbursed nor will the District assume responsibility for the unauthorized purchase.

Purchase orders will be processed in a timely manner. The purchasing process includes the following steps:

1. The secretary responsible for the finance / purchasing on the campus completes a Purchase Order in Skyward. This request should have the appropriate quotes / estimates from the person requesting the purchase.
2. The campus principal or director reviews the expenditure and approves or denies the request. GISD uses Skyward for most purchase orders. (Exceptions: Walmart, some online orders using the AMEX)
3. After the Assistant Superintendent approves the PO, it will be printed to the campus requesting it.
4. The campus or department will make a copy of the purchase order and send it to the vendor.
5. In most cases, the vendor will ship the items to the campus.
6. The assigned person at the campus will inspect the shipment for damage and accuracy.
  - a. If any of the merchandise is damaged, this should be reported to the company / vendor immediately.
  - b. Are all the items on the packing slip in the package? If not, report this to the company/vendor immediately.
  - c. Does the packing slip or merchandise match the purchase order? If not, contact the company / vendor immediately.
7. If / or when the shipment is complete;
  - a. The receiving person should date and initial the invoice that they received.
  - b. Forward / Deliver the PO and invoice to the Administration office for payment.

\*An original invoice is usually shipped from the company / vendor directly to the Administration at the same time the merchandise is shipped. The invoice will be forwarded to the appropriate campus.

## Use of Activity Funds / Purchases

In accordance with Board Policy, CFD (LOCAL), the Superintendent, campus principal, and sponsor, as applicable, shall be responsible for the proper administration of District and Campus Activity Funds and Student Activity funds in accordance with the state law and local policy, District-approved accounting practices and procedures, and FASRG.

All student activity accounts must submit a student activity Purchase Order form to the campus principal, athletic director or other designee prior to disbursements. This form must be signed by the sponsor, and campus principal to be processed. The Campus Principal will approve and authorize payment when invoice and ordered items are received.

Activity Accounts will be reconciled monthly and signed off on by the campus Principal. All checks written are required to have two signatures.

# Graham ISD Procedures for AMEX Card Usage

## Supply Purchases - Not intended for Purchase of Supplies

**Exception:** vendors that do not accept a purchase order or Check.

### 1. Purchase of Supplies

- a. Get an estimate from the website.
- b. Give an estimate to the campus secretary.
- c. Campus secretary will need to enter a Purchase Order.
- d. Principal and Assistant Supt. must approve the Purchase Order
- e. Contact Suzie for a card number. (HS / Athletics have card)
- f. Order product.
- g. After the product is received and inventoried, bring receipt and Purchase Order to Suzie for payment.

## Travel Expenditures

### 1. Accommodations

- a. The Principal or Administrator will need to approve expenditures prior to the trip.
  - i. The Principal / or employee using the AMEX card will need to bring a completed AMEX requisition form with attached estimate from the hotel to Suzie when checking out the AMEX card. In the event that the card is not available for check out. We will require you to complete a CC authorization form and send it to the Hotel.
- b. The AMEX card will be returned to Suzie the following business day after completion of travel.
- c. Original receipts must be returned with the AMEX card by the employee who checked out the card.

**NOTE: For security reasons the AMEX card number cannot be kept on file on any campus.**

# Graham ISD Procedures for Walmart Card Usage

1. The following items need to be completed prior to checking out the card.
  - a. Completed GISD requisition form.
    - i. Description of items to be purchased.
    - ii. Maximum dollar amount that is approved to be spent.
    - iii. Budget code that the purchase will be charged from.
    - iv. Signature by supervisor.
2. Card will be checked out to the administrator or designee at the administration office from Suzie. Completed requisition form must be in hand at the time of card check out.
3. Return card with the **original receipt** to Suzie or Tracey (For High School use) by the end of the next business day.

**NOTE: If the original receipt is not returned the employee will be responsible for payment!**

## Supplies at Conferences

At some conferences, vendors will offer discounted prices for supplies. Graham ISD allows blanket purchase orders to be processed for purchasing supplies at conferences if budget funds are available. A signed purchase order is required before the trip if the employee plans to purchase supplies at the conference. Cash advances are not allowed. Purchase orders and reimbursements are limited to \$300.

Original vendor receipts, canceled checks, and copies of employee credit card statements are required as supporting documentation for purchases.

# Travel Expense – Lodging / Mileage

## Hotel

1. Use the School Credit Card to make reservations. (Refer to Credit Card Procedures)
  - Complete an AMEX Travel Requisition Form for approval. Once approved the AMEX will be authorized for use.
  - When the AMEX is not available for checkout a hotel credit card authorization will be used in place of taking the card.
  - Student travel will take precedence for use of cards.
2. Approved Rates
  - Single \$107
  - Double \$214
  - Conference Rate
3. Tax Exempt Form
  - Complete and provide a Tax Exemption Certificate (at the time of check-in) to avoid state occupancy tax. If an employee fails to submit a Texas Hotel Occupancy Tax Exemption Certificate and is charged the state tax, GISD will not be responsible for that portion of the hotel expense.
4. Receipts
  - Original itemized receipts, showing daily rate and any taxes paid for lodging must be provided and attached to the travel form and turned into the administration office within ten (10) days after the return. Include all names of employees sharing a room.
  - GISD will reimburse for hotel parking if it is required.

## Mileage

1. Use of a district owned vehicle with the district gas card is the preferred method of transportation. Prior to using a personal vehicle, employees should request the use of a school vehicle. If a vehicle is not available then the employee can use their personal vehicle. **(NOTE: If the purpose of the trip is using federal grant funds a school vehicle is required.)**
2. GISD will reimburse mileage at a rate of .67 cents per mile. Approved mileage charts (campus secretaries can provide this information) will be used for reimbursement. Only the driver will be reimbursed for mileage. Multiple personal vehicles and drivers will not be reimbursed for trips, unless needed for travel.
3. When driving your personal vehicle, the school insurance is not the primary insurance coverage in case of an accident. The driver's personal insurance is responsible for coverage.

# Travel Expenses – Employee Meals

Graham ISD pays employees for meals on a per diem basis, for which receipts are not required. Eligible meals reimbursement is applicable when an employee is away during the approved time and when a meal is not already provided. Continental breakfast offered by the hotel is considered a provided meal and not reimbursable.

Cash money will not be advanced for travel.

Eligible per diem for meal costs incurred during approved travel shall be limited to the following:

Breakfast	\$13.00 (Must leave by 7:00 a.m.)
Lunch	\$15.00 (Must leave by 11:00 a.m.)
Dinner	\$26.00 (Overnight Stay)
Dinner	\$18.00 (Must return after 6:00 p.m.)

Incidentals \$5.00

If eligible for the entire \$59.00 per Diem for a full day of travel on an overnight trip, it may be used in different amounts for each meal; amounts greater than \$59.00 will not be reimbursed.

## Student Meals

AMEX can be used for student meals with prior approval by the Principal / Athletic Director based upon the following criteria.

1. Location and Purpose of trip
2. Budget
3. Common sense

GISD does not have a per meal allowance. The following criteria must be used in determining meal approval.

1. If at all possible meal arrangements should be made ahead of time with a vendor. This allows the District to be billed for the meals and you will be aware of pricing ahead of time.
2. For overnight trips (Playoffs, State Conventions etc..) The sponsor can check out the School Credit Card with an estimated cost for meals based upon location of trip and budget. Administrator will approve this estimated expenditure. **Receipts are required for all AMEX purchases.**
3. In rare cases with The Supervisors approval GISD will reimburse an Employee with proper Documentation.

# Cash Collection, Handling, & Deposit Procedures

For control purposes there should be at least two people involved in the collection and depositing of cash. Therefore, all activity fund accounts will have a sponsor separate from the bookkeeper.

All monies collected will be deposited promptly in the activity funds account. Cash is never to be held and spent on expenses. All disbursements must be made through the campus Principal / Directors office with a Check as a result of a Purchase Order.

All money collected must be submitted on the same form as collected. A staff member is not to substitute a personal check for the cash collected. No personal checks are to be cashed from the funds collected.

Staff should not take the money home or store it in classrooms after hours. Funds should be counted by the recipient, secured in an envelope, and transferred to the assigned secretary for storage in a locked and safe place until deposited at the bank. Deposits should be made promptly adhering to the following procedures:

1. The sponsor should count the money, record the money amounts on the Activity Fund Deposit Tabulation Form, place the money and the tabulation form in an envelope, then lock the envelope in a desk drawer or cabinet until transferring the money to the secretary's custody. Money should not be held overnight by the sponsor.
2. Upon delivery, the secretary should verify the count in the presence of the sponsor. Any discrepancy should be resolved at this time.
3. Once the count is verified, both the sponsor and the secretary sign the tabulation form. The sponsor receives a copy of the signed tabulation form and the money is transferred into the secretary's custody/ control. With the original tabulation form.
4. The secretary will record and complete a deposit slip. Write the organization name, organization account number, and purpose on the deposit slip.
5. The secretary will place the cash and coins in an envelope and put it in a deposit bag. Place the checks, tabulation form, and deposit slip in the deposit bag.
6. The secretary will retain copies of the deposit slips and tabulation form.
7. All money collected must have some type of backup. The sponsor must provide a list to the campus secretary / bookkeeper when receiving collections from multiple individuals. It is necessary to maintain a record of who has paid. The backup listing should state for what purpose the money was collected. This can be maintained on the Tabulation form if names of persons paying with cash are recorded. A different form can be used at the discretion of campus administration.
8. The sponsor is responsible for keeping up with their account
9. Receipts with support will be filed to facilitate auditing.

## Graham ISD Cash Handling Procedures for Athletic Tickets Use

### Varsity Football

1. Money for each game will be received from the Administration Office Payroll clerk. (Suzie)
2. The Head Ticket Taker will distribute gate money to ticket sellers.
3. Beginning the 4<sup>th</sup> quarter of each game an actual cash count should be made by each ticket seller. (Ticket Seller Form).
4. Under no circumstances shall a cash receipt be altered. If an error occurs, VOID the original receipt and issue a new receipt. The original of the voided receipt must be attached to the copies and retained for audit purposes.
5. Once the receipts are obtained from all workers, the Head Ticket Taker will be escorted by the Graham Police to the bank for deposit of game money.
6. The financial clerk will fill out a game report and visitor game report to be distributed to the Administration office.

### High School and Junior High Athletic Contests

1. Money for each game will be received from the Administration Office Payroll clerk. (Suzie) Startup money for the game will be accounted for and returned after each contest.
2. The Athletic Director/Assistant Athletic Director/Principal will distribute the money to the ticket takers.
3. At the end of the 3<sup>rd</sup> quarter the ticket taker will count the money and compare it with the tickets sold. (Ticket Seller Form)
4. The money will be returned to the Administrator.
5. The Administrator will recount the money and both the administrator and ticket taker will sign that they agree on the amount of money received. The money will then be secured in the campus office and delivered to the administration the next business day to Suzie. It should be counted again and signed with both people present. Suzie will secure and deposit the next business day.
6. The Administrator will complete game reports, officials pay sheets and turn into Suzie so officials and school workers can be paid.

## **Workers Compensation Reporting Procedures**

**If there is an injury on your campus, or with one of your employees, email an injury report to Debbie Townley. (See form in the forms section of this document) Claims Administrative Services requests to receive the report on the day of the accident.**

**The only place in Graham that accepts our Workers Comp claims is Graham Regional ER. Please advise the injured person that they should not provide their personal insurance. The hospital will contact the District to verify the claim will be processed in the Workers Compensation system.**

**If the employee wants to go to another town or facility for medical attention, it will be the employees responsibility to verify that the facility will accept them.**





# Graham ISD American Express Request for Use

FUND	FUNCTION	OBJECT	SB	ORG	FY	PR	L	L2

Requesting Employee \_\_\_\_\_

## AMERICAN EXPRESS

QTY	Description of Purchase or Travel	UNIT PRICE Est.	LINE TOTAL Est.
			\$ -
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>SUBTOTAL</b>			<b>\$ -</b>
Supervisor Asst. Supt. _____ _____			Estimated TOTAL

Graham Independent School District  
Campus Activity Fund Account  
Bank Reconciliation

\_\_\_\_\_  
Month/Year

Bank Balance @ \_\_\_\_\_ \$ \_\_\_\_\_

Outstanding Deposits:

<u>Date</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Total Outstanding Deposits + \_\_\_\_\_

Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Outstanding Checks - \_\_\_\_\_

BANK BALANCE @ \_\_\_\_\_ \$ \_\_\_\_\_

Book Balance @ \_\_\_\_\_ \$ \_\_\_\_\_

Add All Deposits: See Listing + \_\_\_\_\_

Less Expenditures:

All Checks: See Listing - \_\_\_\_\_

BOOK BALANCE @ \_\_\_\_\_ \$ \_\_\_\_\_

Bank Fee Balance Forward: \_\_\_\_\_

Current Month's Bank Fee: \_\_\_\_\_

BANK FEE @ \_\_\_\_\_ - \_\_\_\_\_

MONTHLY BALANCE \$ \_\_\_\_\_

**GRAHAM INDEPENDENT SCHOOL DISTRICT  
ACTIVITY FUND DEPOSIT TABULATION FORM**

*Attention Sponsors: Please record all cash and check receipts on this form & attach yellow copies of deposit slip*

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

Campus: \_\_\_\_\_

Org/Club Name: \_\_\_\_\_

Activity Acct. # \_\_\_\_\_

Money Collected For: \_\_\_\_\_

Name	Amount		Name	Amount	
	Cash	Check/M.O.		Cash	Check/M.O.
<b>Subtotal</b>			<b>Subtotal</b>		

*Please complete tabulation of money below*

Currency			Coins		
@	\$1.00=		@	\$0.01=	
@	\$5.00=		@	\$0.05=	
@	\$10.00=		@	\$0.10=	
@	\$20.00=		@	\$0.20=	
@	\$50.00=		@	\$0.50=	
@	\$100.00=		@	\$1.00=	
<b>Total Currency</b> _____			<b>Total Coins</b> _____		

**ITEMIZED TOTALS**

Currency & Coin \_\_\_\_\_  
 Checks / Money Order \_\_\_\_\_  
**TOTAL DEPOSIT** \_\_\_\_\_

Sponsor: \_\_\_\_\_

Deposit Verified By: \_\_\_\_\_



**Graham ISD  
FEE AND TRAVEL FORM  
2024 - 2025**

**NAME:** \_\_\_\_\_

**OCCASION:** \_\_\_\_\_ Vendor \_\_\_\_\_

**PLACE:** \_\_\_\_\_ Address \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TRANSPORTATION:** (.67 cents per mile for travel by personal car) Please use the official State Mileage Guide. See campus principal for copy. \$ \_\_\_\_\_

Number of miles \_\_\_\_\_

**MEALS:** Maximum \$59.00 /day x number of days \_\_\_\_\_ \$ \_\_\_\_\_

Breakfast \$ 13.00 \_\_\_\_\_ Leave by 7:00 a.m. \$ \_\_\_\_\_

Lunch \$ 15.00 \_\_\_\_\_ Leave by 11:00 a.m. \$ \_\_\_\_\_

Dinner \$ 26.00 \_\_\_\_\_ (overnight Stay) \$ \_\_\_\_\_

Dinner \$ 18.00 \_\_\_\_\_ Return after 6:00 p.m. \$ \_\_\_\_\_

Incidentals \$ 5.00 \_\_\_\_\_

**HOTEL:** Allowance for non-Grant Travel: Administrator approved conference rate or the \$107 per employee up to two employees. Attach original receipt from the hotel. Employees are responsible for Tax Exempt form or they will be responsible for tax. \$ \_\_\_\_\_

Names of other employees sharing room: \_\_\_\_\_

Specify other items, if any: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

School/Campus

Person Making Request

Fund	Func	Object	Sub	Org.	FY	Program	L	Local

**RECOMMENDED:**  
\_\_\_\_\_  
Administrator / Supervisor

**APPROVED:**  
\_\_\_\_\_  
Assistant Superintendent for Business

## TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



**NOTE:** This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official exempt from state, city, and county taxes. Includes US government agencies and its employees traveling on business, T state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.
- Religious, charitable, or educational organization or employee exempt from state tax only. Educational organizations include school districts, private or public and secondary schools, and Texas institutions of higher education defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.
- Other. Organization exempt by law other than Chapter 156, Tax Code. Specify reason for exempt status below. Supporting Documentation

Name of exempt organization <b>GRAHAM INDEPENDENT SCHOOL DISTRICT</b>	Organization exempt status (Religious, charitable, educational, governmental) <b>EDUCATIONAL ORGANIZATION</b>
Address of exempt organization (Street and number, city, state, ZIP code) <b>400 THIRD ST. GRAHAM, TEXAS 76450</b>	

**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (Please print)

Signature

Date

**FOR HOTEL/MOTEL USE ONLY (OPTIONAL)**

Name of hotel/motel				
Address of hotel/motel (Street and number, city, state, ZIP code)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

List of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at [http://window.state.tx.us/taxinfo/exempt/exempt\\_search.html](http://window.state.tx.us/taxinfo/exempt/exempt_search.html). Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to [exempt.orga@cpa.state.tx.us](mailto:exempt.orga@cpa.state.tx.us) or call (800) 252-1385.

Salado	191	West Columbia	563	Ada,OK	206	Wichita,KS	364
San Angelo	182	Wharton	340	Alamagordo,NM	469	Yuma,AZ	1051
SAN ANTONIO	287	Wheeler	225	Albuquerque,NM	526	Chihuahua,Chihuahua	626
San Augustin	311	Whitney	129	Altus,OK	129	Durango,Durango	892
San Benito	540	Wichita Falls	61	Ardmore,OK	142	Hermosillo,Sonora	975
San Diego	421	Wills Point	167	Atlanta,GA	888	Los Mochis,Sinaloa	1278
San Marcos	265	Wimberley	261	Baltimore,MD	1436	Matamoros,Tamaulipas	560
San Saba	156	Winnsboro	204	Baton Rouge,LA	524	Mazatlan,Sinaloa	1090
Schertz	288	Winters	131	Birmingham,AL	746	Mexico City,D.F.	1156
Schulenburg	297	Woodville	327	Bismark,ND	1125	Puerto Vallarta,Jal.	1265
Seagoville	137	Yoakum	321	Carlsbad,NM	356	Saltillo,Coahuila	635
Seagraves	253	Yorktown	337	Chattanooga,TN	848		
Sealy	304	Ysleta	524	Cincinnati,OH	1009		
Seguin	286	Zapata	489	Clovis,NM	310		
Seminole	259			Colorado Spr.,CO	619		
Seymour	58			Denver,CO	684		
Sherman	136			Durango,CO	725		
Sierra Blanca	452			Fairbanks,AK	3834		
Silsbee	367			Fayetteville,AR	388		
Sinton	399			Flagstaff,AZ	851		
Slaton	201			Gallup,NM	663		
Smithville	266			Hobbs,NM	287		
Snyder	155			Hot Springs,AR	387		
Sonora	248			Indianapolis,IN	920		
So. Padre Is.	573			Jackson,MS	520		
Southlake	99			Kansas City,MO	548		
Spearman	320			Knoxville,TN	921		
Spur	149			Lafayette,LA	495		
Stamford	86			Las Cruces,NM	534		
Stanton	218			Las Vegas,NV	1092		
Stephenville	82			Lawton,OK	113		
Sterling City	195			Little Rock,AR	416		
Stinnett	291			Louisville,KY	910		
Sugar Land	341			Memphis,TN	547		
Sulphur Spr.	182			Mobile,AL	719		
Sweeny	372			Monroe,LA	404		
Sweetwater	132			Montgomery,AL	754		
Tahoka	202			Nashville,TN	741		
Taylor	220			New York,NY	1600		
Temple	181			Norman,OK	194		
Terrell	151			Oklahoma City,OK	201		
Texarkana	281			Philadelphia,PA	1534		
Texas City	376			Phoenix,AZ	885		
The Woodlands	309			Prescott,AZ	937		
Thrall	227			Pueblo,CO	585		
Throckmorton	38			Raton,NM	473		
Trinidad	180			Reno,NV	1613		
Tulia	248			Roswell,NM	365		
Turkey	197			Sacramento,CA	1606		
Tyler	213			Salt Lake City,UT	1111		
Uvalde	315			San Francisco,CA	1617		
Van Horn	419			Santa Fe,NM	513		
Vega	302			Shreveport,LA	307		
Vernon	95			Stillwater,OK	265		
Victoria	355			St. Louis,MO	692		
Vidor	386			Taos,NM	555		
Waco	160			Tucson,AZ	810		
Waxahachie	124			Tulsa,OK	305		
Weatherford	59			Vicksburg,MS	476		
Weslaco	529			Washington,DC	1396		



# Claims Administrative Services, Inc.

*Our reputation for excellence is no accident.®*

## Employee's Injury Report

*This form must be completed in detail and signed by the injured employee.*

Your Full Name		
Employer		Location of Accident
Social Security Number (Last 4 digits only) XXXX-XX-	Date of Birth	Department You Work For
Your Address (Street, City, State, County, Zip)		Supervisor's Name
Phone Number Where You Can be Reached		Job Title at Time of Injury
Date of Hire	How Long in Current Position Yrs.                      Mos.	

### Details of the Injury

Date of Injury	Time of Injury AM / PM	Date you first Lost Time
Where in the workplace did your injury occur?		
Describe in detail how your injury occurred.		
What safety equipment were you using at the time of the accident?		
What can be done to prevent this type of injury in the future?		



**Claims Administrative Services, Inc.**

*Our reputation for excellence is no accident.®*

When were you first aware of this injury?	
When did you first notify your supervisor of your injury?	
What part of your body is injured?	Describe the injury.
On the diagram provided below, please circle the part(s) of your body where you are experiencing pain due to this injury.	
Did anyone witness your accident? List the names of any witnesses.	
Was anyone else injured in this accident? List the names of any other injured people.	
In the incident that caused your injury, was there damage to any property or equipment? Describe any damage.	

**I certify that the information contained in this report is true and correct.**

**I understand that any falsification of information regarding an on the job injury may result in disciplinary action and/or prosecution under the appropriate State Criminal Statutes.**

**I hereby authorize the release of all medical records relating to the above noted incident to my employer, his agent or insurance company.**

Employee's Printed Name	Employee's Signature	Date
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**I certify that the above employee has acknowledged to me that he/she understood all questions and signed and dated this form in my presence this date.**

Witness Printed Name	Witness Signature	Date
----------------------	-------------------	------

Supervisor Printed Name	Supervisor Signature	Date
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**GRAHAM INDEPENDENT SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES**

**RENTAL FEE SCHEDULE**

GISD school facilities are available free of charge to school groups or for school-related activities. The following schedule of charges shall be made for the use of District Facilities for other groups or individuals.

<b><u>GHS GYM</u></b>		\$100 per hour
<b><u>NEW GJHS / PIONEER ELEMENTARY GYMNASIUMS:</u></b>		\$75 per hour
<b><u>GJHS OLD / HIGH SCHOOL OLD GYMNASIUMS:</u></b>		\$50 per hour
<b><u>OTHER ELEMENTARY SCHOOL GYMNASIUMS:</u></b>		\$20 per hour
<b><u>CAFETERIAS:</u></b>	<b><u>PIONEER ELEMENTARY DINING ROOM ONLY MEAL SERVED</u></b>	\$50 (3 hour max) \$30 (3 hour max) Hourly rate plus cost of food service employee at hourly wage
<b><u>LIBRARIES:</u></b>	<b><u>PIONEER ELEMENTARY HIGH SCHOOL ALL OTHER CAMPUSES</u></b>	\$50 (3 hour max) \$50 (3 hour max) \$30 (3 hour max)
<b><u>CLASSROOMS:</u></b>	<b><u>PIONEER ELEMENTARY ALL OTHER CAMPUSES</u></b>	\$50 (3 hour max) \$30 (3 hour max)
<b><u>NEWTON FIELD:</u></b>	<b><u>WITH LIGHTS WITHOUT LIGHTS</u></b>	\$175 per hour \$75 per hour
<b><u>STEER BASEBALL FIELD:</u></b>	<b><u>WITH LIGHTS WITHOUT LIGHTS</u></b>	\$175 per hour \$75 per hour
<b><u>LADY BLUES SOFTBALL FIELD:</u></b>	<b><u>WITH LIGHTS WITHOUT LIGHTS</u></b>	\$175 per hour \$75 per hour

ATHLETIC FACILITY RENTAL FOR COMPETITION  
GYMNASIUMS FOR BASKETBALL OR VOLLEYBALL

Gym Price for 1 game:	\$800 (Does not include officials)
Gym Price for 2 games:	\$750 (Does not include officials)
Included in fee	
Clean up	
Administrator	\$100
Clock/Book/Libero Tracker(Volleyball)	\$25 each
Gate x 2 if needed	\$25
Security	As Per GPD policy
Trophy	N/A
Game Coordinator	\$25

STEER BASEBALL FIELD/SOFTBALL FIELD

1 Game	\$1500 (Does not include official or security)
2 Games	\$2500 (Does not include official or security)
Included in fee	
Administrator	\$100
Scoreboard	\$25
Book	\$25
Gate X 2 if needed	\$25
Announcer	\$25
Security	As per GPD policy
Game Coordinator	\$75
Athletic Trainer (if requested)	\$75

GRAHAM INDEPENDENT SCHOOL DISTRICT RENTAL/USE AGREEMENT

Person or group renting/using the facilities: \_\_\_\_\_

Facility to be rented/used:

High School

Stadium \_\_\_\_\_ New Gym \_\_\_\_\_ Old Gym \_\_\_\_\_ Baseball Field \_\_\_\_\_  
Cafeteria \_\_\_\_\_ Library \_\_\_\_\_ Classroom \_\_\_\_\_ Auditorium \_\_\_\_\_  
Other \_\_\_\_\_

Junior High

Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Classroom \_\_\_\_\_  
Other \_\_\_\_\_

Elementary

Cafeteria \_\_\_\_\_ Classroom \_\_\_\_\_  
Other \_\_\_\_\_

Graham Learning Center

Classroom \_\_\_\_\_ Annex \_\_\_\_\_

Date(s) to be rented/used: \_\_\_\_\_

Time custodian to be on duty: Opening \_\_\_\_\_ Closing \_\_\_\_\_

Equipment to be furnished by schools: \_\_\_\_\_

*The person and/or organization renting/using this school facility hereby accept full responsibility for the proper care and use of the building facility and all equipment furnished by the school for use during all practices and performances given as covered in this rental agreement. The person and/or organization renting/using this school facility hereby accept full responsibility for the disappearance of/or damage to any and all equipment stored on, in, or around the accessible area of this rented facility. Payment for damages to the facility and equipment or loss of equipment used by the renter shall be paid for by the renter at the repair and/or replacement cost of such damage or loss as is sustained. In case the damaged facility and/or equipment cannot be repaired to acceptable quality as determined by the school, the renter/user agrees to pay the actual replacement and/or repair cost.*

Graham ISD  
252901

COMMUNITY RELATIONS  
NON SCHOOL USE OF SCHOOL FACILITIES

GKD  
(EXHIBIT)

THE PERSON AND/OR ORGANIZATION RENTING/USING THIS SCHOOL FACILITY AGREES TO INDEMNIFY THE GRAHAM INDEPENDENT SCHOOL DISTRICT, AND HOLD IT HARMLESS FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, COURT COSTS, ATTORNEY FEES, OR CAUSES OF ACTION FROM BODILY INJURY OR PROPERTY DAMAGE ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OF SCHOOL FACILITIES.

*Note: No out-of-town person or group may rent/use a school facility.*

Other stipulations of this rental/use agreement are as follows:

Rental fee: \$ \_\_\_\_\_ Date to be paid: \_\_\_\_\_

Date of this agreement: \_\_\_\_\_ Local sponsor: \_\_\_\_\_

Signature of renter/user:

\_\_\_\_\_

Signature of building principal (or designee): \_\_\_\_\_

Signature of athletic director (if athletic facility):

\_\_\_\_\_

Copies to: Renter/User and Superintendent of Schools

**PAYROLL RECORD GRAHAM ISD**

START DATE \_\_\_\_\_

END DATE \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

RATE \_\_\_\_\_ HOURLY REG

CAMPUS \_\_\_\_\_

\_\_\_\_\_ HOURLY O/T

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

\_\_\_\_\_ DAILY

	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	COMP TIME	OVERTIME	COMMENTS
SAT													
SUN													
MON													
TUE													
WED													
THUR													
FRI													

**WEEKLY TOTAL**

SAT													
SUN													
MON													
TUE													
WED													
THUR													
FRI													

**WEEKLY TOTAL**

SAT													
SUN													
MON													
TUE													
WED													
THUR													
FRI													

**WEEKLY TOTAL**

SAT													
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FRI													

**WEEKLY TOTAL**

SAT													
SUN													
MON													
TUE													
WED													
THUR													
FRI													

**WEEKLY TOTAL**

**MONTHLY TOTAL**

I certify the above hours correctly represents the hours worked by me during the period above specified

COMP TIME BALANCE FORWARD	
COMP TIME EARNED THIS PAY PERIOD	
COMP TIME USED THIS PAY PERIOD	
REMAINING COMP TIME	

SUPERVISOR/MANAGER \_\_\_\_\_

ADMIN/DIRECTOR \_\_\_\_\_

**REQUEST FOR USE OF CAR / SUBURBAN / BUS (please circle)**

**All requests must be approved by principal/director and delivered to the transportation department at least seven (7) days in advance.**

Date of request \_\_\_\_\_

Organization: \_\_\_\_\_ # of vehicles needed (if more than 1) \_\_\_\_\_

Date(s) needed \_\_\_\_\_ # adults \_\_\_\_\_ # students \_\_\_\_\_  
(Day of week and Date)

Departure Location: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. p.m. (circle)

Destination: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. p.m. (circle)  
(Day of week and Date)

Driver of vehicle: \_\_\_\_\_ Bus Driver needed: yes or no (please circle)

Budget code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Fund Func. Obj # Sub.# Org. FY Prog. Proj.

Person making request: \_\_\_\_\_

Principal / Director Approved: \_\_\_\_\_ Transportation Approved: \_\_\_\_\_

**TRANSPORTATION DEPARTMENT USE**

Date of trip: \_\_\_\_\_ 20\_\_\_\_ Vehicle used : \_\_\_\_\_

Driver: \_\_\_\_\_ Gallons of fuel used: \_\_\_\_\_

MILEAGE: On Return \_\_\_\_\_

Beginning \_\_\_\_\_

Miles driven \_\_\_\_\_

Driver hours: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_

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

Approval: \_\_\_\_\_

Emailed response/Declined

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

COMMUNITY RELATIONS  
ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKB  
(LOCAL)

PROMOTIONAL  
ACTIVITIES

School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee.

[For information relating to nonschool use of facilities, see GKD.]

ADVERTISING

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.]

ACCOUNTING  
ACTIVITY FUNDS MANAGEMENT

CFD  
(LOCAL)

FIDUCIARY  
RESPONSIBILITY

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-approved accounting practices and procedures, and the TEA *Financial Accountability System Resource Guide*.

STUDENT ACTIVITY  
FUNDS

The Superintendent or designee shall ensure that student activity accounts are maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

USE AND  
EXPENDITURE

Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

DISTRICT AND  
CAMPUS ACTIVITY  
FUNDS

The Superintendent shall establish regulations governing the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose, which includes without limitation, recruiting and retaining qualified employees and enhancing employee morale. Therefore, these funds may properly be expended for small gifts; plaques; flowers for funerals, weddings, or retirements; staff appreciation luncheons; and similar activities.

APPROVAL

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

CARRYOVER FUNDS

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.

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GIFTS AND SOLICITATIONS

FJ  
(LOCAL)

- SCHOOL-SPONSORED** Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in kindergarten-grade 8.
- All fund-raising projects shall be subject to the approval of the principal and Superintendent.
- Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).
- FOR OUTSIDE ORGANIZATIONS** Students shall not be permitted to participate in fund drives for nonschool charitable organizations as official representatives of their school.
- BY OUTSIDE ORGANIZATIONS** No outside organizations of any sort may solicit contributions of any type from students, within the schools.
- LOSS OF CLASS TIME** The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]
- The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

SCOPE OF USE	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.</p> <hr/> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by noncurriculum-related student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul> <hr/>
NONPROFIT FUND-RAISING	<p>The District shall not permit nonprofit organizations not affiliated with the District to conduct fund-raising events on District property.</p>
FOR-PROFIT USE	<p>The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.</p>
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
APPROVAL OF USE	<p>The principal is authorized to approve use of facilities on a school campus. The Superintendent is authorized to approve use of all other District facilities except athletic facilities. The athletic director is authorized to approve use of District athletic facilities.</p>
EXCEPTION	<p>No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.</p>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

EMERGENCY USE	In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.
USE AGREEMENT	Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.
FEEES FOR USE	<p>Nonschool users shall be charged a fee for the use of designated facilities.</p> <p>The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
REQUIRED CONDUCT	<p>Persons or groups using school facilities shall:</p> <ol style="list-style-type: none"><li>1. Conduct business in an orderly manner.</li><li>2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]</li><li>3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.</li></ol> <p>All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.</p>