

## *Welcome Back,*

Here are a few reminders for the upcoming year.

**Outgoing mail** should be in the outgoing mail locations by **12:00 pm**. The locations are in the HS principal's office, Elementary principal's office and the Administration Office.

**Activity Accounts** sponsors are responsible for the account. Deposits are required to be made by the sponsor, **NOT** a student. It is essential for the sponsor to witness the verification of the deposit and a receipt will then be issued.

**Deposits** are due to the Business Office (Central Office) by **12:00 pm**.

**Receipts** are required for everything – Activity or GOF (General Operating Fund – school funds). Please sign all receipts before turning them into the Business Office.

**Kramer Wholesale's** yellow receipt should be submitted to the Business Office with "Okay to pay" and your signature.

**Hotels** – Be sure to check the receipt for **state tax** – Harper ISD is exempt from state tax, forms are available in the Business Office (Central Office) and a copy is usually with your paperwork. HISD pays city and/or occupancy tax. **SIGN your receipt from the hotel before turning in to Business Office.**

**Credit Cards** are used for **Hotels only**. Any parking, meals and other expenses need to be turned in on a Travel Reimbursement Form (available on the Staff page on the website) with receipts attached for reimbursement.

**Travel Reimbursement** - An **itemized receipt** is required for all meal reimbursements. HISD will not reimburse for non-reimbursable items.

(Checks for travel reimbursement are issued on the 10<sup>th</sup> and 25<sup>th</sup> of the month, if either of those days fall on Saturday, the checks will be issued on Friday or if either day falls on Sunday, the checks will be issued on Monday. There may be exceptions for holidays.)

**Purchase Orders** are required to be filled out for anything purchased with school funds and the PO must be approved by your principal and Mrs. Whitten **prior** to placing the order. Once you receive the white copy with the approved signatures you are free to order. All packing slips, once merchandise is received and accounted for should be turned in to AP Office/Mary Meier at the Business Office, please mark on the packing slip "Okay to pay" and your signature.

**Phone Usage** for personal use such as calls or faxes complete the phone log by telephone or email me **the number you called or faxed, the date and the time**. You will receive an email when the telephone bill arrives and we will let you know how much you owe. The amount owed should be turned into the Business Office.

**Vehicle Requests** - A vehicle request form must be completed and returned to the Administration office before a vehicle will be issued. Mileage reimbursement will only be made if a school vehicle is not available and with prior approval by the Superintendent.

**Gandy Ink** will need a purchase order number for school district items.

**GANDY INK requirements**- If you are ordering for a group (i.e. Baseball, softball, volleyball, basketball, etc.) those items **MUST** be charged tax since the students and people ordering will keep those items, they are not school district property and therefore, these items cannot be put under the school district account or affiliated in any way to the school district. Per Gandy these items are considered as personal orders and would need to be pre-paid before they will ship the items.

Looking forward to a wonderful year. If you have any questions, please let me know.

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