STUDENT ACTIVITY FUNDS
CAMPUS ACCOUNTING PROCEDURES MANUAL

September 1, 2004 - August 31, 2005

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
STUDENT ACTIVITY DEPARTMENT

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Revised 1/18/2005

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January 18, 2005

To: Campus Principals and Sponsors

From: Tony Juarez, Deputy Superintendent

We are providing this manual to assist you with the management of Student Activity Fundraisers.

We review the Student Activity (SAF) Internal Audit Reports issued to the campuses throughout the school year. Through this review we can determine whether campuses are adhering to established student activity accounting procedures as outlined in this manual. Please note that we may revoke authorized campus sponsors, clubs, campuses and/or organizations from holding fundraising activities that consistently have:

- Unaccounted funds
- Non-payment of bills (outstanding debt, amounts due to vendors)
- Filed income and expense reports late
- Cash purchases (Did not use Disbursement Method 1 or 2)
- "Immediate Need Checks" **not used** in accordance with established procedures

The starting period for suspension will be the notification letter's date that is provided to the campus principal and the respective Area Associate Superintendent. Notification letter will explain reasons for suspension. This letter will be issued after the second (2nd) consecutive year that the club has received an internal audit report reflecting one or more of the conditions mentioned above. Suspension will be for one (1) year or until an internal audit report indicates that all conditions are cleared. The most current internal audit report or finance review will be used to make this decision.

In an effort to standardize the SAF bookkeeping/recording keeping, the Finance Department has implemented a Microsoft computerized system. All files are in Excel spreadsheet format. All campuses are required to use this system. All Student Activity Fund logs must be maintained and be current throughout the school year in the Microsoft Outlook network files. This new process was effective starting with the date campuses received training in August 2004.

If you have any questions or suggestions, please call me at 210.299.5777 or email to ajuarez@saisd.net.

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Purpose, Responsibility, Sponsor, Audits, Record Retention, and Definitions

Purpose of Student Activity Funds

Student Activity Funds (SAF) are funds accumulated from the collection of student fees and various school-approved money raising activities. Activity funds are used to promote the general welfare of the school and the educational development and morale of all students. All funds collected by District personnel from students are to be administered through the SAF accounts. Funds received for a specific function shall be distributed only for that function.

Student Activity Funds are comprised of those school-based accounts whose receipts and disbursements are processed through Fund 865.

In accordance with TEA's Financial Accountability System Resource Guide (FASRG), any profits, proceeds, or excess monies realized by a school for eventual use in general operations (e.g., to supplement the budget) will be transferred from the school account to the Activities Operating Account, Fund 461.

Fiduciary Responsibility for Activity Funds (Board Policy CFD Local)

A. The principal and sponsor should be responsible for the proper administration of student activity funds in accordance with state and local law, District approved accounting practices and procedures, and the TEA Financial Accountability System Resource Guide. Student Activity funds shall be included in the annual audit of the District's fiscal accounts. This responsibility includes providing for the safekeeping, proper accounting, administration, and disbursement of funds according to policies that apply to the administration of District and Student Activity Funds. It is the campus principal's responsibility to ensure that the SAF procedures are implemented and followed by the campus staff.

B. Use and Expenditures of Funds – 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.

   The principal shall be authorized to expend funds from the campus administrative activity fund to be used for activities of students, faculty, staff or campus. Approval from the respective Area Associate Superintendent or designee shall be obtained prior to a reimbursement being made to the principal.

C. Carry Over 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 with the approval of the respective Area Associate Superintendent.

Student Activity Sponsor

The designated Student Activity Sponsor "must be a professional staff" member such as a teacher, counselor, assistant principal, etc.

Audits

Annual Audits

Schools shall retain and make available to the Internal Audit Department all Activity logs, Cash Remittance forms, Payment Request forms, copies of the Immediate Need checks, Requests for Fundraising Activities, and Income & Expense Summary forms. These records, forms, and reports will be audited annually. All records must be kept current, in good order and available for special audits at any time.

Change of Principal Audits

All activity fund records shall be audited when a change of school principal occurs. It is the responsibility of the Area Associate Superintendent to request an audit be conducted by the Internal Auditing Department prior to the transfer of financial responsibility to the incoming principal.

Change of Secretary and/or Bookkeeper Audits

At the request of the school principal, activity fund records will be audited when a change of a secretary and/or bookkeeper occurs.

Retention of Records

All SAF records, forms, and reports shall be kept intact and accessible for a period of five years after the conclusion of the fiscal year and available for audit at any time. (Source: TEA, FASRG 5.5.4.15)

Definition of a Fundraiser or Fundraising Activity

A student fundraiser or fundraising activity is defined as an approved project which involves the participation of students or a recognized student group for the purpose of generating funds.
Fundraisers conducted by parents on behalf of the students or campus must be approved. All funds raised by students or student organizations must be expended for the benefit of the student.

Teacher and/or campus fundraisers or fundraiser activities must be approved by the principal. These fundraisers must involve the participation of the teachers and/or campus staff for the purpose of generating funds for expenditures approved by the principal such as staff meetings, sympathy flowers, etc.

Acceptance of Monetary Donations

Administrative Procedure C-22, Acceptance of Donations states that, “Monetary donations which are earmarked for a specific Student Activity Account may be placed directly into that activity account regardless of the total of the gift; the principal shall ensure that proper accounting procedures are in place to monitor the use of those funds.

Monetary Donations of less than $499.99 can be used in a Student Activity Fund “865”.

Monetary Donations of $500.00 or more must be recorded and used in a Student Activity Fund “461”.

General Guidelines and Procedures

General Record Keeping Guidelines

Schools, clubs, and sponsors can monitor their account balances using the on-line balance inquiry through the Region 20 CICS system. Finance screens option #10 gives the club account balance and option #12 lists club account detailed information.

All receipts and disbursements from the activity fund account shall be in accordance with the following guidelines:

1. TEA's Financial Accountability System Resource Guide

2. District's Administrative Procedures
    a. ADM C-9 - Cash Receipts for Student Activity Funds
    b. ADM C-10 - Cash Disbursement from Student Activity Funds
    c. ADM C-16 - Redistribution of Earned Interest From Student Activity Funds

3. Student Activity Fund Accounting Manual Sections:
    a. General Guidelines and Procedures
    b. Chart of Accounts and Organization of Financial Records
    c. Cash Receipts
    d. State and Local Sales Tax Collection Rules
    e. Cash Payments and Purchases
    f. Returned Checks and Re-deposits
    g. Inter-Fund Transfers of Funds
    h. Vending Machines
    i. Records, Forms, Reports, and Proper Documentation

Student Activity Fund Procedures

Approved Fundraising Companies Required

Sponsors or Campuses who wish to conduct a fundraiser(s) must use an approved Fundraising Company. Approved companies are listed on the District's Website. Click on "Financial Services" then click on "Approved Fundraising Companies". Companies who are granted approval by Financial Services retain the approval **until it is revoked**.

If a company is not listed on the website, please contact the office of the Deputy Superintendent for Finance and Business Services at 299-5777. A company which wishes to provide a service or product to SAISD must be directed to the Office of the Deputy Superintendent for Finance.

District-Level Authorization

All companies or organizations that have products or services as potential fundraiser items must have written authorization from the Deputy Superintendent of Financial Services prior to presentation to school principal or sponsors for consideration.

1. The company/organization shall submit a proposal to the Deputy Superintendent of Financial Services in order to be considered for District authorization prior to contacting any principal or sponsor. The proposal shall include complete descriptions of the products or services, including photographs or samples when available.

2. The terms of the agreement must be explicit in the proposal and must include the following:
   a. Profit margin or percent that can be earned;
   b. Minimum purchase (quantity);
   c. Shipping/handling and other costs;
   d. Contact person for resolution of problems with product/service;
   e. Policy regarding return of items not sold.

3. The company/organization is encouraged to provide documentation from other school district administrators who may be contacted for references.

4. Following the review of the proposal, the Deputy Superintendent of Financial Services shall issue a letter of authorization for the current school year for those products/services that meet the standard. The letter does not imply either approval or endorsement of the product/service; each principal has the authority to decide at the campus level whether or not to participate in the fundraising activity.

Approval of Campus Student Fundraising Activities

All student fundraising activities require the written approval of the respective Area Associate Superintendent and School Principal. (See Administrative Procedure C-6 Business & Support Service).

Fundraisers Conducted by Staff Members (Teachers, etc.) and Student Groups

These fundraisers are subject to the approval and reporting requirements in place for student fundraisers.

For specific information regarding criteria of what constitutes a "recognized student group," you may refer to Administrative Procedure under Section F-45. This procedure is available for viewing on the SAISD Intranet Website. Specific questions regarding information on this administrative procedure should be directed to the appropriate area associate superintendent.

Procedures to Initiate a Fundraising Activity

To initiate a fundraising activity the sponsor and/or professional staff designee must:

1. Complete form F45-A "Sponsor Club/Organization Agreement" [see form in appendix]

2. Prepare and receive an approval to conduct a fundraiser by submitting a "Request for Authorization to Conduct Fundraiser" form (ADM-17) [see form in appendix], prior to the start of the fundraiser. The "Request for Authorization to Conduct Fundraiser" form shall contain the following information:

   a. School name and campus number
   b. Fundraiser name and number
   c. Vendor Name
   d. Club / Organization name and account number
   e. Sponsor / Contact person and phone number
   f. The type of merchandise sold
   g. How merchandise will be sold
   h. The inclusive dates of the fundraiser
   i. Indicate whether funds will be generated by Faculty or Students
   j. The purpose and use funds
   k. Distribution and percentage of Net Profits
   l. The total sales anticipated
   m. The total expenses anticipated
   n. The projected net profit

3. Be specific regarding the purpose of the fundraising activity. Item F on the Request for Authorization, "funds will be used for", must be completed. **All funds raised by student organizations must be spent/expended for the benefit of students.**

    a. If several accounts are participating in a fundraiser, state the percentage being shared by each, e.g., Student Council 50%, NHS 25%, and Band 25%.
    b. It is not allowable for the sponsor to state that the activity is for "**general school needs."**

4. Record Fundraiser Request in fundraising log [see log form in appendix] and give to the principal for approval.

5. Send to the appropriate Area Associate Superintendent for approval. Approval shall be obtained prior to the start of the activity.

Only fundraising activities **approved** by the respective Area Associate Superintendent may be conducted.

Fundraiser Duration

The Area Associate Superintendent shall approve the duration, interval, length, time or period of all campus fundraisers. Spirit club fundraisers shall have beginning and ending dates that coincide with the sport's season. For example: Football spirit fundraisers will have a period that matches the football season. Ending date for a Campus that advances to district, regional, or the state playoffs, will be extended automatically. The approval form and fundraising log must reflect the new ending date.

Campus yearbook fundraisers shall have a beginning date in which a campus or club will start taking yearbook orders and an ending date on which the yearbook will be distributed to students. High school campuses that operate a campus store, print center, or conduct a fundraiser as part of their TEA approved Career and Technology Class can receive approval to hold a fundraiser for the duration of the course or semester, whichever is longer.

Cancel Fundraising Activity

To cancel a fundraising activity write "**Void or Cancelled"** across the approved Request for Authorization to Conduct Fundraiser form. Either attach an explanation for the void or cancellation or write the explanation on the Request for Authorization to Conduct Fundraiser form. Then record the void or cancelled fundraiser in the Fund Raising Log by typing "void or cancelled" in space provided in the *Fundraiser Name* column.

Send a copy to the respective Area Associate Superintendent. The Area Associate Superintendent will send a copy to the Internal Audit Department and the Finance Department. Keep a copy in your file for future reference.

Accounting for Fundraising Activities

1. All collections and disbursements associated with any fundraising activity coordinated by the school or a school-recognized student group shall be transacted through the Student Activity Fund Department. **CASH PAYMENTS ARE NOT ALLOWED.**

2. The club sponsor is responsible for keeping accurate records for all fundraising activities. Required records or activities shall include:

    a. Income and Expense Report
    b. Sponsor's Cash Reconciliation Report
    c. Sales tax calculation
    d. Green copy of cash receipts received for money turned into the secretary and/or bookkeeper
    e. Inventory on hand for items not sold
    f. Distribution List
    g. Collectible debt
    h. Copies of Payment Authorization
    i. Copies of invoices

3. At the conclusion of the fundraising activity, copies of all documentation shall be submitted to the principal or secretary and/or bookkeeper with an Income and Expense Report (BUS-5) [see form in appendix] showing the actual amount of money collected. This report must be prepared not later than three weeks after the end of the fundraiser.

The report shall contain the following:

    a. School Name and number (3 digit organization code).
    b. Fundraiser name, number and fundraiser date or period.
    c. Account name and number.
    d. Total revenue generated from sales. (Include mark-up or retail prices for merchandise sold.)
    e. Cost of Merchandise. (The cost of fundraiser item, i.e., candy, stuffed animals, T-shirts, etc.)
    f. Other expenses - such as NSF checks
    g. Returned items for credit (all credits issued for items purchased to conduct fundraiser).
    h. Less Cost Value of Ending Inventory on Hand. (This will be the cost of merchandise that will be carried over to the new school year.)
    i. Total expenses (gross purchase price (-) returned items for credit (+) other expenses).
    j. Net Income / (Loss). (Total revenue generated from Sales (-) Total Expenses).
    k. Sponsors' signature.
    l. Date prepared by sponsor.
    m. Principals' signature and approval date.
    n. **Copies of invoices, billing statements, credit memos and/or other documentation must be submitted with completed form.** (Inventory counts, list of incentives, list of students owing money).
    o. The school keeps a copy and a copy is sent to the Internal Auditing and the Finance Departments.

4. The Income and Expense Summary Report (BUS-5) shall be filed together with the Fundraising Approval Request Form (ADM-17) and other records pertaining to the sale in the student activity fund records.

Standard Chart of Accounts and Filing of Account Data

Standard Chart of Accounts

The Student Activity Fund Accounting Office will provide each campus a standard chart of accounts and account descriptions common and unique to each school. Requests to add new accounts shall be sent to the Student Activity Fund Accounting Office. This office will assign an account number to the account. Upon submission of completed form requesting the addition of the account (Form F45-A).

The TEA account reporting system requires four numerical digits for all accounts and activity accounts are considered "due to amounts". The Student Activity account mask is:

865 - 00 - _ _ _ _ - 00 - _ _ _ - X 0 0 0 0 0

Fund Number	Club Account	Campus Number	Fiscal Year

The use of "2XXX" for the accounts accomplishes this requirement and the Chart of Accounts is divided into the following general categories:

1. General Funds - Campus Wide 21XX
2. Student Incentives/Welfare 2120
3. Departments and Courses 22XX
4. Clubs 23XX
5. Clubs 24XX
6. Fundraiser Clearing 25XX

Each campus is provided with a complete list of account names and numbers of their currently active Student Activity Fund Accounts.

Filing of Financial Records

File folders for each fundraiser should be created for payments and receipts. Payment Requests and related invoice shall be filed in chronological sequence within each club folder. If space allows, the goldenrod copy of cash receipt shall be filed in a separate club folder in ascending receipt number sequence.

Internal management controls in place require that copies of all transactions be distributed to and maintained by Accounting, Sponsors, and the Secretary and/or Bookkeeper. Auditors regularly visit a campus to review the books of original entry, the journals (logs). They will also review Student Activity Logs in Microsoft Outlook.

Cash Receipts Procedures

Cash Remittance Form

The Cash Remittance/Deposit Slip Form is the only acceptable form for receipting money by the school secretary and/or bookkeeper. This combined receipt-bank deposit slip streamlines cash receipt documentation without loss of "checks and balances" requirements. All daily activity fund collections will be given to the armored service for deposit at the school district's depository bank. Except for events held on a Friday evening or Saturday, funds should not be held over a weekend or holiday.

We recommend the use of the cash receipt book for the receiving of monies for lost textbooks and field trips or any other situation where the possibility of a refund exists. (For additional information see Administrative Procedure C-9, Business; Support Services).

Change of Amounts on the Cash Remittance Form

If an error in computing the total deposit amount occurs in the preparation of the cash remittance form, the sponsor must change the total deposit amount and initial the change prior to submitting the form and money to the secretary and/or bookkeeper. **The change made must be legible**.

If the verification count by the secretary and/or bookkeeper indicates a variance from the sponsor's cash report the principal must be notified**.** The sponsor must make the correction and initial the change with the principal's approval. Principal and secretary and/or bookkeeper must initial change, to indicate correction and change was approved.

Pre-Numbered Cash Remittance/Deposit Slip Forms

The Cash Remittance/Deposit Slip Form is a combined remittance form, cash receipt, and bank deposit slip. Because the receipt number acts as a source for historical reference, all cash remittance forms have been pre-numbered and must be accounted for. This feature will also alleviate the possibility of assigning duplicate receipt numbers. Due care must be exercised in the recording of cash receipt numbers**.**

Procedures

Cash, in the original form it was received, must already be counted and totaled when submitted to the school office. At least two persons must be involved in the process of collecting, receipting, and depositing cash: Teachers/Sponsors collect from the students and complete the Cash Remittance Form; the school secretary and/or bookkeeper counts and verifies the monies and then prepares the monies for the bank deposit.

1. The sponsor will complete a Sponsor's Cash Reconciliation Report [see form in appendix]:

    a. Date
    b. Campus Name and Number
    c. Club Name & Account #
    d. Source of Funds
    e. Sponsor's Signature
    f. Fundraiser approval date and number, if receipts are from a fundraiser
    g. Total Currency
    h. Total Coins
    i. Total Checks
    j. Total Deposit

2. The secretary and/or bookkeeper will:

    a. Count and reconcile to the sponsor cash reconciliation report.
    b. Record the pre-numbered cash receipt/deposit slip in the cash receipt log [see log form in appendix]. See below for more information.
    c. Sign the form.
    d. Keep goldenrod copy and give sponsor green copy.
    e. Place money and white and pink copies of the Cash Remittance/Deposit Slip Form in a sealed envelope.
        - If money cannot be counted at that moment, leave the bag with the secretary and/or bookkeeper (or designated staff member) after completing the required data in the tamper-evident bag (e.g. name, amount, and date).
        - The secretary and/or bookkeeper must initial and detach the numbered bag receipt stub and provide it to the sponsor as evidence of turning in the bag. Later, in the presence of the sponsor, the secretary and/or bookkeeper will count the money and go through steps 2a through 2e above.

Note: If the sponsor cannot view the opening of the bag, the Principal or a designee can witness the opening and counting.

3. All variances should be reported to the Principal and resolved between the remitter, secretary and/or bookkeeper, and Principal.

Cash Receipt Log

The staff member designated by the campus principal to maintain campus Student Activity Fundraiser records must keep the Cash Receipt Log in Microsoft Outlook System current throughout the school year.

☞ **Cash Receipt/Deposit Slip Forms are pre-numbered**.

Deposit of Funds

Deposits

It is the responsibility of the principal or any staff member designated by the principal to ensure that all cash on hand is safeguarded from loss, theft, or misplacement. Campus staff member designated by the principal shall make daily deposits according to procedures in the "Daily Armored Courier Service" and "Funds Collected after Armored Service Pickup" sections of this manual. Principal and/or any campus staff member designated by the principal shall notify the Finance Office (SAF Department) to make the appropriate arrangements for deposit pickup during periods in which the Daily Armored Courier Service is not available.

The Cash Receipts Log Total Amount must equal the Deposit Amount. Any variance between the Cash Receipts Total and Deposit Amount must be reported to the Principal. The Principal and secretary and/or bookkeeper must explain the difference. All money collected must be submitted to the bank in the same form as collected. Monies collected after the armored service pickup must be stored in a secure place accessible only by the principal or by the person designated by the principal. All funds must be deposited. This includes cash used for change at concessions, gate collections, vending machine change, etc. ***Do not cash staff members' personal checks from monies being prepared for deposit.***

Checks from patrons that are received in payment of goods received must have the "**club name and number"** indicated on the **"for" or "memo"** line on the face of the check. This coding is required in case the bank returns the check for non-payment. In the event an account number is not on the face of the check and the check is returned from the bank for non-payment, the Student Welfare\Awards account will automatically be charged.

Daily Armored Courier Service

Daily armored courier service from the school to the bank assures cash security. All monies received and receipted prior to the daily cutoff time must be given to the armored service carrier.

a. Individual receipts and money are placed in sealed envelopes.
b. The sealed envelopes are all placed in one tamper-evident bank bag, which is turned into the armored courier.

Funds Collected After Armored Service Pickup

Monies collected after the armored service pickup must be stored in a secure place in the campus; (the school safe, locked vault, or locked cabinet).

Daily Validated Deposits

The bank records the deposit and credits the school account. By return courier, the Student Activity Fund Accounting Office receives a validated copy of the deposit slip, which is the source document for recording the transaction on the general ledger.

Receiving of Money from Outsiders, Parents and Students

At times, it may be necessary to receive money directly from non-sponsor generated sources. Vendors may submit vending machine commission checks; parents may come in to pay for library fines or lost textbooks and expect a receipt; students themselves may turn in money and require a receipt for their parents. At the end of the day the secretary and/or bookkeeper fills out one cash remittance form to represent these miscellaneous receipts. These situations are the exception to the rule of the remitter being a different person from the secretary and/or bookkeeper. Secretary and/or bookkeeper must identify source and amount per source.

1. The secretary and/or bookkeeper may use the traditional cash receipt book (warehouse #6455) to issue receipts to outsiders and to document submission of monies. Computer generated receipts may be used.

2. The secretary and/or bookkeeper can consolidate the receipts from the traditional book into the Cash Receipt/Deposit Slip Form, thereby avoiding having to prepare one Cash Receipt/Deposit Slip Form per receipt. Please list separately the cash source (i.e., library fines, vending machine commission) with the appropriate student activity account number to be credited on the Cash Receipt/Deposit Slip Form.

3. Class Sponsors and Yearbook Sponsors should have cash receipt books.

State and Local Sales Collection Tax Rules

Texas State Sales Tax Rules

The sales tax statutes require each elementary, middle, or high school campus to collect and remit sales tax. The exemption to this requirement is explained in Section, "Tax Free Sales."

Current Sales Tax Rate

The sales tax rate of 7.875% = [.07875] for periods January 1 - June 30, 2004 shall be applied to all taxable items sold by a campus and/or club. The current tax rate from July 1 - December 18, 2004 is 7.75% = [.0775]. Campuses and clubs will be kept informed of any change in the sales tax rate by the District's Accounting Department.

Collection and Remittance of Sales Tax

Each school and/or club shall collect sales tax on all taxable items. A school and/or club has the option of either adding the tax to the sales price or including the tax in the sales price of the item.

Adding the Tax to the Selling Price of the Item

This requires a school and/or club to collect the sales price plus the applicable sales tax. For example, if the selling price of an item is $1.00 and the tax rate is 7.875%, the school would collect $1.08 from the buyer for each item sold.

Including the Tax in the Selling Price of the Item

The sales tax is including in the selling price of the item. This option requires the school and/or club to separate the sales price and the sales tax amounts. For example: A school and/or club sell an item for $1.00. The $1.00 must be separated to reflect the sales price and sales tax amount.

Sales Price = $1.00 Divided by 1.07875
Sales Price = .93 cents

Sales Tax = 1.00 minus .93 cents
Sales Tax = .07 cents

Total Amount Collected = Sales Price + Sales Tax
Total Amount Collected = .93 + .07
Total Amount Collected = $1.00

Taxable Sales

Below is a sample list of taxable items. The school must collect the sales tax on the following:

1. Items sold to students that become the student's personal property.
   - Campus Spirit items sold during an athletic season
   - Clothing, including uniforms kept by students
   - Pencils, paper, and other supplies
   - Materials used in shop when the end product becomes the possession of the student
   - Books sold at book fairs

2. Student publications such as yearbooks and football programs.
3. Printing services provided by students.
4. Automotive parts used in repairs performed by students.
5. Parts used in repair of personal property performed by students.
6. Custom items manufactured by students.
7. Other items defined as taxable by the State Comptroller's Office.

Examples of Sales, *Taxable* and Tax Exempt Sales

Please reference the charts below to determine which sales are taxable and tax exempt.

Sale versus Not A Sale

Sale	Not A Sale
Admission – athletic, dances, dance performances, drama performances	Collection of money from students to pay a company for admission or service (i.e., Magic Theatre, Sea World, PSAT Test)
Admission – summer camps, clinics, workshops, project graduation	Commissions received
Donated items that are sold	Donation of money to the school or school group or donations for a commemorative brick.
Fundraisers where we are the seller, not just the middle-people	Dues received for clubs
Rentals of items	Fieldtrip collections
Rental of facilities	Fines received – textbooks, library books, parking, locker, uniforms, calculators, obligations
Sales of Food	Fundraisers when the school group merely receives a commission (i.e., library book fairs, some author sales, recycling)
Sales of merchandise (to include items made by students)	Lost payments – books, handbooks, calculators, locks, ID cards
Sales of services	Marathon fundraisers – these are donations (i.e., lift-a-thon, jog-a-thon, jump rope for heart, basketball hoops)
School publications sales	NSF check redeposit Summer School, Saturday School, Community Education tuition and fees

Non-Taxable Sales

Type of Sale	Examples
Ad sales	Yearbooks, athletic programs, newspapers, posters
Admission	1. Athletic, dances, dance performances, drama and musical performances 2. Summer camps, clinics, workshops, project graduation 3. Banquet fees 4. Bids, prom, homecoming 5. Tournament fees, academic competition fees
Cosmetology Services	Products sold to customers are taxable
Discount/Entertainment cards and books	
Facility rentals for school groups	
Food items sold during fundraisers	
Labor	Automotive, upholstery classes (parts are taxable)
Magazine subscriptions greater than six months	
Parking Permits	
Services	Car wash, cleaning

Taxable Sales

Agenda books		Magazines – subscriptions less than six months
Agricultural sales		Magazines – when sold individually
Art – supplies and works of art		Musical supplies – recorders, reeds
Artistic – CDs, tapes, videos		Parts – career & technology classes (not to include products used in cosmetology)
Athletic – equipment and uniforms		Parts – upholstery
Auction items sold		PE – uniforms, supplies
Automotive – parts and supplies		Pennants
Band – equipment, supplies, patches, badges, uniform sales or rentals		Pictures – school, group (if school is the seller)
Book covers		Plants – holiday greenery and poinsettias
Books – workbooks, vocabulary, library, author (when we are the seller)		Rentals – equipment of any kind
Brochure items		Rentals – equipment of any kind
Calculators		Repairs to tangible personal property (i.e., computer repair, house remodeling)
Calendars		Rings and other school jewelry
Candles		Rummage, yard, and garage sales
Car – painting, pin striping		Safety supplies
Clothing – school, club, class, spirit		School publications, athletic programs, posters
Computer – supplies, mouse pads		School publications – brochures
Cosmetology products sold to customers		School publications – magazines (unless > six month subscription)
Cups – glass, plastic, paper		School publications – newsletters, newspapers (generally are not sold through)
Decals		School publications – reading books
Directories – student, faculty		School publications – sheet music, hymnals
Drafting – supplies		School publications – yearbooks
Family and Consumer Science – supplies and sewing kits		School store – all items (except food)
Fees – copies, printing, laminating		Science – science kits, boards, supplies
Flowers–roses, carnations, arrangements		Spirit items
Greeting Cards		Stadium seats
Handicrafts		Stationery
Horticulture items		Supplies – any sold to students
Hygiene supplies		Uniforms-any type to include PE, dance team, drill team, cheerleaders, athletic, club shirts
Identification cards-when they are sold to entire student body (not just the fine for a lost ID card)		Vending-pencils and other non-edible supplies when the school services the machine
Locks-sales and rentals		Woodworking crafts-entire sale to include parts and labor
Lumber		Yard Signs
Merchandise, tangible personal property		

Tax Free Sales

A campus or a club that is a bona-fide chapter of the campus may have two (2), one day, tax free sales each calendar year. One-day means twenty-four (24) consecutive hours. This does not apply to each individual fundraiser.

Bona-Fide Chapter

Student groups that are recognized by the campus and are organized by electing officers, holding meetings, and conducting business are bona-fide chapters of the campus.

Examples of **bona fide chapters** are:

- Debate Club
- Spanish Club
- French Club
- National Honor Society
- Cheerleader Club
- Kindergarten Class
- First Grade Class through Senior Class

Non Bona-Fide Chapters

Below are examples of **groups that are not bona-fide chapters**. These groups do not qualify because they are organized for instruction and participatory (team) sports.

- Debate Team
- Spanish Class
- French Class
- Algebra I -
- Senior English – Honors
- Football Team
- Volley Ball Team

Two (One-Day) Sales Example

The date Yearbook Club and/or Campus places order with supplier does not qualify the sale as the one-day, tax-free sale. The date yearbooks are delivered by the supplier to the Club and/or campus is designated as the “one-day tax-free sale”.

Persons buying yearbooks on subsequent dates must pay sales tax on the yearbooks. Persons buying yearbooks from prior years on date designated as the “one-day tax-free sale” do not pay sales tax.

Sale of Tangible Personal Property

The District does not hold a Limited Sales Tax Permit to engage in the sale of tangible personal property. If the sale of tangible personal property is anticipated and does not qualify as an exempt sale, contact the Finance Department at 299-5583 for specific information in how to obtain a permit for the sale.

Purchases for Own Use and Resale

Purchases for Campus and/or Club's Own Use

Items purchased by a public school for the school's own use are automatically exempt from sales tax if the items purchased relate to the educational process.

A school, club, or principal designee should provide the seller with a valid Texas Sales Exemption Certificate [see form in appendix]. The certificate must state that the merchandise being purchased is for the schools and/or club's own use. Certificate must also state that merchandise is for educational purposes and that payment will be made from the organization's own funds. If a Tax Exempt Form is not used, sales tax will not be reimbursed.

Purchases for Resale Purposes

A sales tax Resale Certificate [see form in appendix] is to be given to the seller when merchandise is purchased by the school for resale. This allows the school to purchase the merchandise without paying the tax to the vendor.

Sales and Use Tax Return

Effective January 1, 2005, the Assistant Director for Disbursements in the Finance Office will file a consolidated, Sales and Use Tax Return, for the school district. Campuses with a Texas Sales Tax Permit and Taxpayer Number must relinquish the number to the Finance Office. Campuses will be assigned an Outlet Number for returns filed in the 2005 calendar year and thereafter.

Payments and Purchases

Authorizing and Monitoring of Purchases

The school principal is responsible for authorizing and monitoring all purchases and commitments requiring the disbursement of student activity fund monies (See Administrative Procedure C-10, Business & Support Services). Sponsors and/or campus staff responsible for a fundraiser must have written approval from the school principal before making any purchase in the name of the school. Written approval is made using Form SAF-3, "**Authority to Purchase Goods and Services from Activity Funds**". Form SAF-3 [see form in appendix] must be attached to the Payment Authorization Form. This form is not required when submitting an Advance Check Request, or for payment of UIL fees, Refunds, Membership fees or Scholarships.

Principals can use the "Authorization to Purchase Goods and Services from Activity Funds" form SAF-3 to approve a vendor expense allowance for a thirty (30) day period for an amount up to $500. Campus staff receiving approval on Form SAF-3 must make purchases during the thirty (30) day period from the vendor specified on the form. This form can also be used when a vendor price quotation is received. Copy of vendor's quote is required and expenditure amount cannot exceed vendor's quoted amount. Original receipts itemizing items purchased must be attached to the form and attached to the Payment Authorization form submitted for reimbursement.

High school campuses such as Brackenridge, Highlands, Lanier, Fox Tech, that have campus stores or print centers can receive approval to encumber up to $5,000 with a single vendor for a thirty (30) day period.

No purchase shall be made unless sufficient funds are available in the applicable activity account.

Monies collected by student groups shall be disbursed only for purposes authorized by the school and/or club. The principal or a designee shall approve all disbursements. **All funds raised by student organizations must be expended for the benefit of the students.** Arbitrary transfers from student accounts for the purpose of supplementing teacher/staff accounts shall not be permitted. (Adm. Proc. C-16).

Student Out-of-Town Travel Advances

Advance travel payments are permissible for anticipated and eligible **student** travel expenses. Prior trip authorization must be given by the principal. To receive prior trip authorization:

1. Requestor initiates and signs Trip Authorization Form and Request for Advance Check Form (SAF-7a) and submits forms to principal for approval. [see forms in appendix]
2. Principal must approve by signing the forms.
3. The approved forms are submitted to the SAF Department for processing.

The SAF Department will hold the forms in suspense until the travel invoices and documentation are submitted. The documentation must be submitted to the SAF Department within 3 days, after approved trip has been completed. A cash receipt will be issued by the secretary and/or bookkeeper for any unused funds. "Request for Advance Check" form and Trip Authorization form which must be filled out and signed by the requestor and approved by the principal.

Advance Check Payments are to be written at SAF Accounting as regular computer generated checks, not as **"immediate need"** checks written by the school.

Seminars, Workshops, Clinics

Campuses shall not use student activity funds to pay for teacher seminars, workshops, or coaches' clinics, unless the seminar, etc., involves the students as well.

School and Teaching Supplies

The use of student activity funds for purchases of school or teaching supplies must not be permitted unless it is specified on the Approval Request and money is transferred to Fund 461.

Payments to District Employees

Payments to school district employees for services rendered such as judges, accompanist, etc. must be made through the Payroll Office. If these services are paid with student activity funds a transfer to Fund 461 should be made first. The Payment Request Form must be annotated to indicate person is a school district employee.

Payments to Vendors

Payments to vendors shall be made on a timely basis. State government code 2251.021 states that a payment by a governmental entity under contract for goods or services is delinquent on the 18st day after the later of

1. the date the goods are received or service is completed or,
2. the date you receive an invoice for goods or services.

Campuses shall complete a Payment Request Form for payment to vendors.

Completing the Payment Request Form

The Payment Request Form is a payment authorization document which is submitted directly to the Student Activity Funds Accounting Office. Below are the steps for completing the Payment Request Form (BUS-9). [see form in appendix]

1. **Payment Authorization Number -** The school assigns the payment authorization number. It is a six-digit number with the campus number being the prefix.
2. **Payee -** Indicate vendor name and complete address.
3. **Amount -** Indicate the amount to be paid.
4. **Purpose of Expenditure -** Indicate the specific activity and/or reason for the expenditure.
5. **Consultant/Contracted Services -** Provide the Social Security Number or the Federal Employers Identification Number.
6. **Club Name & Account # -** Specify the club name and account number. The account number is a four-digit number assigned by the Student Activity Fund Accounting Office. The campus secretary and/or bookkeeper have a list of the account numbers.
7. **Requested By -** Sponsor's signature is required.
8. **Authorized By -** Principal's signature for purchases made by sponsors.
9. **Student Activity Funds SAF-3 form "Authorization to Purchase Goods and Services from Activity Funds"** – Attach approved form SAF-3 and invoices.

Payment Authorization Log

The Payment Authorization Log [see log form in appendix] is the source document, which tracks by P.A. number and amounts, all vendor payments from club account. It is required to keep a Payment Authorization Log. The Payment Authorization number (P.A.#) is a six digit number comprised of the three-digit campus number followed by three numbers, which are assigned in ascending numerical sequence.

NOTE: Payment Authorization Numbers (P.A. No.) shall begin at 001 in September. September is the beginning of the fiscal year.

Check Payment Reports

A monthly budget status report will be provided to each campus for their records and for the reconciliation of the Payment Request Forms processed and in-process.

Payment Methods

All payments to vendors shall be made by one of the two methods listed below. **At no time shall monies be withheld from cash collections to pay a vendor with cash.**

There are two methods to make payments to vendors. The first method shall be used at all times unless an **Emergency Situation** requires the use of method two. Both methods require a properly executed Payment Request Form.

Method One – Payment Issued by the SAF Office

The SAF accounting office will have one computer check run per week. Checks will be generated and printed each Thursday, with the exception of Thursdays falling on Official School Day Closures or Holidays.

The campus must submit a properly completed Payment Request Form signed by the Principal with the original invoice from the vendor to the SAF Office on or before the Tuesday of the scheduled Thursday check run. This type of payment process is referred to by some campus staff as the "**Check with Order**". Campus and/or sponsor shall submit the original invoice to the SAF Department within three (3) business days.

A check with order is necessary when a vendor requires payment before goods and/or services are delivered. The campus and/or sponsor shall submit to the SAF Department the following documents:

1. Payment Request Form signed by Requestor and approved by Principal
2. Vendor's Invoice, Price Quotation, or Price Confirmation Letter

Examples of "**Check with Order"**

1. Student incentives from Wal-Mart, Best Buy
2. Field trip purchase of tickets for Fiesta Texas, Sea World, San Antonio Zoo

These documents will be used by the SAF Office to record the check transaction and support the issuance of the vendor check. Checks will be mailed on Friday.

Method Two - Immediate Need Checks

Each school has an initial issue of ten blank, unendorsed checks, which may be used for "immediate needs" requirements. Anytime an "immediate need" **check is VOIDED**, all three copies must be returned to the Student Activity Department. All "Immediate Need Check" transactions are to be recorded in the "Immediate Need Check" Log. [see log form in appendix]

Criteria for an "Immediate Need Check"

The following criteria shall be met:

1) The campus principal determines that campus is faced with an unforeseen circumstance, event, or situation and requires the issuance of an "immediate need check".

2) The Immediate Need Checks shall be used for expenditures that are for the direct benefit of students.

   For example;
   a) Campus receives notification that is a Blue Ribbon School today, and will hold a ceremony tomorrow.
   b) Band, Choir, Athletics competes today and will start the next round of competition tomorrow.
   c) Campus receives notification a student or students were selected as Merit Scholars today and will hold a recognition ceremony tomorrow.

3) These checks may only be used to initiate and make purchase using funds that were generated by student activity fundraisers.

4) More students participated on day of field trip and/or student incentive activity more students participated than originally planned.

Note: The purchases of the regularly scheduled events or items mentioned below are examples of events that are not an unforeseen circumstance, event, or situation.

a) Postage
b) Pencils
c) Field trip purchase of tickets for Fiesta Texas, Sea World, San Antonio Zoo, for the whole class, etc.

Hospitality/Teacher Courtesy Fund

"Immediate need checks" **cannot** be used to make purchases or **provide payment for the hospitality/teacher courtesy** account and similar type account types.

The Student Activity Accounting Dept. will process, on the regularly scheduled check cycle, payment authorizations for:

- Teacher Incentives
- Instructional Supplies
- Condolence Purchases

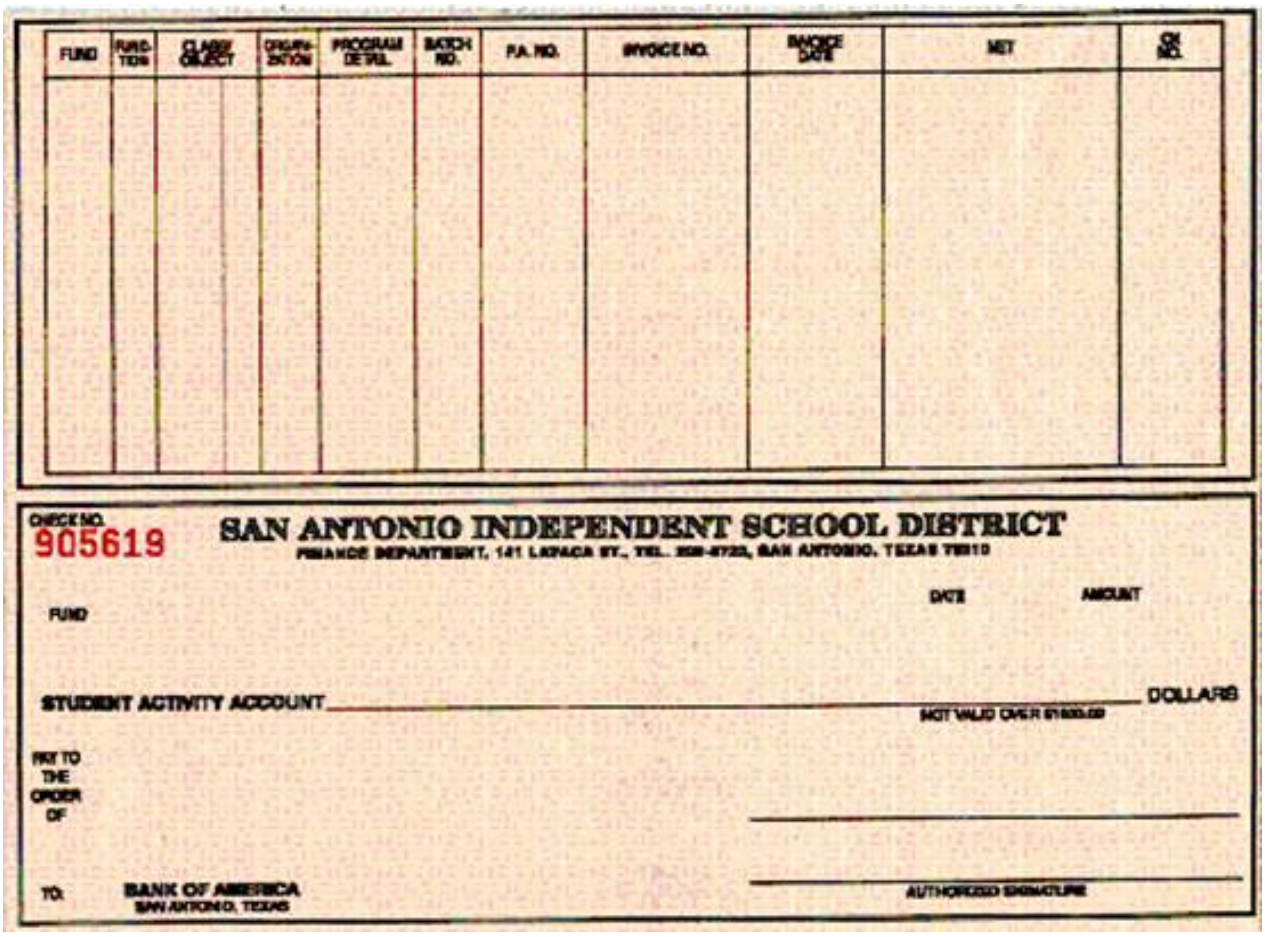
Dollar Amount Restrictions

Immediate Need Checks may be written for a minimum amount of $25.00 but for not more than $1,000 and require the signatures of two campus administrators. A payment request may not be split into smaller increments to circumvent the $1,000 allowable amount.

Completing the Immediate Need Check (see example of blank check)

A sample copy of an immediate need check is illustrated on the following page to assist you in preparing an Immediate Need Check.

1. **Fund –** Annotate Fund Number 865.
2. **Function – Not Required.**
3. **Class/Object –** Specify your four-digit campus number.
4. **Organization –** Indicated your three-digit campus number.
5. **Program Detail – Not Required.**
6. **Batch No. – Not required.**
7. **Purchase Order Number –** This shall be the same PO Number assigned on the Immediate Need Payment Request Form (BUS-9a) [see appendix for form]
8. **Invoice Number –** If applicable annotate vendor's invoice number.
9. **Invoice Date –** Date of vendor's invoice.
10. **Net –** Dollar amount of payment. Should match invoice(s) total.
11. **Check Number –** Number is located at the bottom of the check. It is a six-digit number that begins with 99.
12. **Fund –** Indicate your three-digit campus number.
13. **Date –** Date Check is Written.
14. **Amount –** Dollar Amount Check should be written for.
15. **Student Activity Account** – **Not required.**
16. **Pay to the Order of –** Complete name and address of Vendor to be Paid.
17. **Two Authorized Signatures Are Required**.



Distribution of Immediate Need Checks

The immediate need check consists of one original check and two copies. These copies are distributed as follows:

1. Pink (original) - to vendor
2. White - to school office file
3. **Blue - to SAISD Student Activity Fund Accounting Office**
   The campus secretary and/or bookkeeper shall attach the **blue copy** of the check to the Payment Request Form (BUS-9a) and must annotate on the BUS-9a the immediate need check number which was used. The blue check copy along with all required documentation, (payment request form, check copy, receipts/invoices etc.), is then sent to SAF Accounting in order to record the transaction.

Allowable Quantity on Hand

Not more than ten (10) immediate need checks may be held at a campus location, at any one point in time. The SAF Department will not issue more than ten (10) immediate need checks per month.

Replenishing Immediate Need Check Stock

"Immediate Need" checks should be ordered with enough lead time to allow the appropriate Area Associate Superintendent to review and approve the request. This will provide enough time for routing the request to the SAF Department and for the Department to issue the checks. It is extremely important that the Payment Request Form, the blue check copy, and required documentation be submitted within *three (3)* days of the transaction. Failure to do so will be cause for the SAF Department to not process request to replenish "immediate need checks".

To replenish the immediate check stock that **has been used** the campus shall:

1. Complete Form SAF-8 "Request to Replenish Immediate Need Checks". [see form in appendix]

2. Obtain signature from the Principal and route the form to the respective Area Associate Superintendent for approval.

3. Obtain signature from the respective Area Associate Superintendent.

4. Route form to the SAF Department after all the approvals have been obtained.

5. Receive notice from the SAF Department within two (2) working days of the receipt of the request that checks are ready to be issued.

6. Send an individual designated by the principal to pick-up the checks.

7. Receive and use checks in numerical sequence.

Credit Purchases

Personal Credit Card Purchases

Only principals may use their personal credit card to make purchases not to exceed $150.00 per month. Any portion of the $150.00 dollar limit that is not used may be carried over to the following month. The **total available balance** cannot exceed $500.00. Principals with an Available Balance cannot make a single purchase of more than $300.00. Principals are responsible for complying with this procedure and must maintain a Personal Credit Card Ledger as presented below. Purchases must be made from an appropriate account such as a teacher/staff, hospitality, or courtesy accounts. These accounts must have a balance that is sufficient for the credit card purchase prior to using the card.

Principal's Personal Credit Ledger

Month	Credit Card Limit	Expense Amount Allowed	Available Balance
September	$150.00	$50.00	$100.00
October	$250 ($150 + 100)	$100.00	$150.00
November	$300 ($150 + 150)	$75.00	$225.00
December	$375 ($150 + 225)	$0.00	$375.00
January	$500 ($150 + 350)		

Principal shall not approve personal credit card purchase requests from campus staff. Campus staff will not be reimbursed for purchases made with their personal credit card.

Campus Credit Purchases

Prior approval using Form SAF-3, [see form in appendix], must be given by the principal for all purchases. Purchases made without prior approval **should not** be reimbursed. Purchases must be charged in the name of the school. This procedure relieves a teacher from having to present a tax-exemption certificate for each purchase, teachers not having to use personal funds which must be later reimbursed, and allows the Student Activity Funds Accounting Office to write fewer checks to vendors.

The principal or his/her representative must authorize the vendors with whom purchases may be made on credit. The secretary and/or bookkeeper must have a master list of current vendors who have been approved by the principal. Activity fund sponsors making charge purchases **MUST NOT BE ALLOWED** to exceed their activity account balances. Teachers making "immediate need" charge purchases which are reimbursable from budgetary funds should be instructed about the purchase limits which have been imposed by the Principal.

Purchases of Fixed Assets

Administrative procedures do not allow the purchase of equipment directly from student activity funds.

The fixed assets administrative procedures and inventory process requires that all equipment be identified and physically tagged. To carryout this requirement the purchase and payment for equipment and "Hot Items" shall be made through a purchase order, AB-16. Your Budget Code Guide has a list of "hot items" and other fixed assets criteria. (See the Purchasing Manual for a detailed narrative of the process).

The following steps are necessary for buying equipment from activity fund sources:

1. Club and/or campus must approve the purchase of equipment to the campus.

2. Transfer funds to "SAISD" by preparing a Payment Request Form (BUS-9), charging the club/account, which is buying the equipment.

3. Prepare a "School Activity Operating Fund" budget form (BUS-6) [see form in appendix] which informs the Budget Office to set up an equipment budget.

4. Prepare a purchase order AB-16, filling in the vendor and budget code information.

5. Submit all three forms to the Student Activity Funds Accounting Department which will write the check and deliver the check and the forms to the Budget Office.

Payment of Internal Department Billings

Billings from SAISD for services such as security, printing, catering, and transportation for children, are recorded by the General Accounting Department through a general journal entry when it receives the copy of the billing.

SAF Accounting shall also record these service charges without a payment request form. Instead of typing a budget code on the billing/request for service form, the school secretary will insert the activity account number being charged.

After the internal department has completed its services, the billing clerk will route a copy of the form to SAF Accounting. SAF Accounting then records the transaction directly from the document without requiring additional paperwork from the campus which received the services.

Documentation Flow for Cash Disbursements

1. Most vendors must await payment from SAF Accounting. The school receives the goods or services, then the following sequence of events occurs:

   a. Sponsor receives an invoice.
   b. Sponsor or secretary and/or bookkeeper prepares a three-part Payment Request Form.
   c. Principal approves and signs the PRF, which is the authorization to pay the vendor.
      - Sponsor keeps a copy of the invoice and PRF
      - Secretary and/or Bookkeeper keeps the office copy of the invoice and PRF
   d. Original documents are sent to SAF accounting for processing and payment.
   e. A payment by a governmental entity under a contract executed on or after September 1, 1987, is overdue on the 18st day after the later of:
      (1) the date the governmental entity receives the goods under the contract;
      (2) the date the performance of the service under the contract is completed; or
      (3) the date the governmental entity receives an invoice for the goods or services.

See Government Code 2251.021. Time for Payment by Governmental Entity

Returned Checks and Redeposit(s)

Returned Checks

Occasionally a deposited check is returned unpaid by the bank either because of non-sufficient funds, a closed account, an improper signature, or other reasons. The District's bank has been instructed to not redeposit a check and to return check to the SAF Department.

To prevent and minimize the number of non-sufficient checks a principal may adopt a policy in which cash is the only method of payment accepted.

SAF Department Procedures

When SAF Department receives the bank deposit correction notice, the accounting clerk identifies the **"club name and number"** indicated on the face of the check. The accounting clerk reverses the deposit by charging the club's account.

The returned check and a copy of the bank's adjustment notice are returned to the school for **cash collection.** See collection notice letter in appendix.

Campus Collection Procedures

The collection procedures are as follows:

1. The secretary and/or bookkeeper shall immediately notify the maker of the check requesting that check be redeemed with cash.
2. If the maker of the returned check requests that the check be re-deposited, such action shall be taken. A check may be re-deposited only once; after that, **only cash, cashiers check or money order may be accepted.**
3. Under no circumstances should the returned check be surrendered to the maker except in return for cash, cashiers check or money order.
4. Checks should not be accepted from any party who has not redeemed a previous returned check.
5. Issue a separate cash receipt to the maker when he or she redeems the returned check with cash. Indicate on the cash receipt that cash was received for a returned check.
6. Retain all bank debit memorandums in the school file and record in Returned Check Log. [see log form in appendix]

Non-Collection of NSF Check

The school secretary and/or bookkeeper shall send a letter to the person requesting payment within 10 days. If no collection is made, and the Principal wishes to pursue the matter, the Business Services Office shall be notified. Business Services will then initiate a contact with the appropriate District Attorney.

Return Check Fees and Penalties

Schools shall **charge** the check issuer a retuned check fee of $25.00 per check. If the maker of the check refuses to provide payment for the returned check charge and the maker is an employee of the District, the Student Activity Department should be contacted for further direction. If the maker of the check is a patron or parent, the campus should ensure that future amounts collected are in the form of cash, cashiers check or money order.

Inter-fund Transfers of Funds

Transfers of Funds between Accounts at the Same Campus

1. Transfers Involving Related or Temporary Accounts

   Some Student Activity Accounts are established for a specific activity and one or more student groups assisted with the activity. For example, campus holds a Carnival Fundraising Activity and various student groups manned booths. The funds are deposited into a Carnival Fund Account. At a later time the campus principal allocates funds to the various student groups.

   Transfers shall only be executed after obtaining the approval in writing from the principal using the Inter-fund Transfer Form, SAF-4 [see form in appendix], to allocate funds to the student activity accounts. Inter-fund transfers between campuses are done on form SAF-4a [see form in appendix]. The Inter-fund Transfer Form shall be used for this purpose and sent via the "Pony" to the Student Activity Fund Accounting Office for recording of the transaction on the general ledger.

   Examples of Inter-Fund Transfers for Joint Student/Teacher Fundraisers

   Example 1: Campus receives approval to hold a Carnival. Carnival booths are manned by parents, teachers, and students assist parents and teachers.

   Example 2: Campus receives approval to sell parade seating spaces. Parade seating spaces are sold by teachers, students, and parents.

   These are events that are held after school hours and sales will be made to the general public. It will be difficult to identify the portion of sales made to district and out-of-district students, parents, and children. Under these two scenarios the campus can split the proceeds 90% to the students and 10% to a teacher hospitality account. .

   A larger percentage to the teacher hospitality account will be approved if the campus staff and/or teacher sales effort equaling to the requested percentage can be justified by the campus principal through adequate written documentation. The documentation signed by the campus principal should be attached to the Inter-fund Transfer Request Form.

   Once the funds are allocated to a student account such as an Incentive/Welfare account the campus teachers and staff does not have access to these funds.

2. Transfers for the Purpose of Payment or Contribution

   Occasionally a club will compensate another school organization for goods purchased or services performed. This may occur when a club purchases advertising in the yearbook, newspaper, etc., or when a club purchases materials from the school store. A transfer of funds shall be made between accounts in such instances in lieu of issuing a Student Activity Fund check.

   Likewise, a club may desire to make a voluntary donation or contribution to partially defray the expenses incurred by another club in directing a certain activity. In such cases, the contribution shall be effected by an **inter-fund transfer**.

   Transfers of this type shall only be executed after the approvals as outlined in the first section of this chapter.

3. Transfers Involving Unrelated Accounts

   Any other transfers not encompassed in the aforementioned sections shall also be executed after obtaining written approvals from the school principal.

   Examples of such transfers are:

   a. Transfers from all club and organizational accounts except as previously specified.
   b. Dispersion of funds from dormant accounts.
   c. Transfers from the Interest Earned Account.
      - Distributions of interest to staff accounts is allowed by the Attorney General as long as the funds are used to enhance employee morale and were used equitably for all employees.
      - SAISD has established a "cap" of 10 percent of annual interest which may be transferred to teacher/staff accounts. Ninety percent (90%) must go to student accounts. (Adm Proc C-16)

Interest Earned Account 2141 – Redistribution Criteria

Re-distribution criteria is as follows:

- At least annually a principal may transfer a maximum of 10 percent of earned interest to teacher/staff accounts. The remaining balance going into student/school accounts.
- A transfer from student accounts to supplement teacher/staff accounts is not allowed.

Note: Administrative Procedure C16 – "Interest earnings cannot be used for staff parties, gifts, flowers, condolences, or congratulations unrelated to the campus."

Transfers of Funds to the School District General Fund

1. All transfers of monies from school club accounts to the School District for lost textbooks and supplements to the Budget shall be initiated by the completion of the "Payment Request Form" and a BUS-6, "School Activity Operating Fund". Both the payment for lost textbooks to the General Fund 199 and the transfer of money to Campus Activity Fund 461, require the writing of a check from the Student Activity Funds Office.

   Examples of Campus Activity Fund transfers are: transfers to supplement the purchase of school supplies and equipment. The vendor will be "SAISD" and Student Activity Fund Accounting will proceed with recording the transfer and the routing of the forms.

Food of Minimal Nutritional Value (FMNV)

Food of Minimal Nutritional Value, refers to four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the U.S. Department of Agriculture under the child nutrition programs.

Effective August 1, 2004, the Texas Department of Agriculture policy changes will affect some fund raising activities. The consumption of "junk food" and carbonated beverages by children is being blamed for an alarming increase in obesity and Type II diabetes. Schools are identified as one of the key settings for public health strategies to address this concern.

Elementary Schools

Food of Minimal Nutritional Value (FMNV) and competitive foods **may not** be accessible or sold to students **anywhere** or **anytime** during the school day, until the end of the last scheduled class and extending to the after-school snack program.

Middle Schools

Food of Minimal Nutritional Value (FMNV) and competitive foods **may not** be available **anywhere** on campus during meal periods (breakfast, lunch, and snack). This includes gyms and athletic fields.

High Schools

School may not provide access to "Foods of Minimal Nutritional Value" (FMNVs) during meal periods in areas where school meals are served and consumed. Access to candy is allowed.
School may not allow competitive foods during meal periods in areas where school meals are served and consumed.

Field Trips

School approved field trips are exempt. A school official must approve the dates and purpose of the field trip in advance.

Meals From Home

Meals sent from home to be consumed by the student and not shared with others will not be affected.

Athletic, UIL, Band and Other Competitions

The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band, events or competitions. The school day is considered to have ended for these students. School activities, athletic functions, etc. that have occurred after the normal day are covered by this procedure.

Competitive Foods

Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization.

Source: http://www.agr.state.tx.us/foodnutrition/policy/food_nutrition_policy.pdf

TEXAS PUBLIC SCHOOL NUTRITION POLICY CLARIFICATIONS – August 26, 2004

The Texas Department of Agriculture issued the Texas Public School Nutrition Policy, which was effective beginning August 1, 2004. Now that school has started, there have been a number of questions and comments concerning the intent of various sections of the policy. We appreciate the input and feedback from parents, teachers, and administrators and are providing the following clarifications to assist Texas school districts in understanding and implementing the policy.

The health of our children is of utmost importance to all of us, and we believe these clarifications will help improve nutrition while at the same time recognizing the vital role parents play in the education of their children.

1. Classroom birthday parties:

TDA recognizes that celebrating student birthdays with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents and teachers. Foods otherwise restricted by the policy are permitted at student birthday parties. It is recommended such parties be scheduled after the end of the last lunch period so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

2. Competitive foods for elementary schools:

The competitive foods policy section for elementary schools states that it does "not pertain to food items made available by the school food service department." This does not mean, however, that dessert-type items (cupcakes, cookies, ice cream, etc.) are allowable outside meal hours simply if provided by the food service department. The intent of the policy is to encourage the consumption of nutritious food by students and to limit access to high-fat, high-sugar items during the school day. Therefore, the only food that may be made available to elementary school students on campus during the school day, at times other than meal periods, is a nutritious classroom snack allowed by the policy. This does not apply to student birthday parties or any other exemption as established by the policy.

3. Fundraising activities for elementary and middle schools:

The policy only applies to food and beverages consumed during the school day for elementary schools, during meal periods for middle schools, and during meal periods in the food service area for high schools. The school or school approved organizations may take orders or sell vouchers during the school day for candy or other restricted items and deliver these items after the end of the school day. Students may order or purchase such items during the school day as long as they receive the items after the school day ends.

4. Pizza parties, etc.:

The intent of the policy is to encourage the consumption of nutritious, well-balanced meals and to limit the availability of high-fat items during the school day. There has been confusion about pizza or other foods being served at school parties. With the exception of school birthday parties, schools may not allow alternative meals (pizza, BBQ, sandwiches, etc.) to be provided to students in competition with meals made available by the school food service department under the National School Lunch and School Breakfast Programs. However, such items may be provided if they are supplemented with additional food provided by food service to become a reimbursable meal. This allows the addition of fruits and vegetables for a complete nutritious meal as well as providing federal reimbursement funds to the school.

Source: *http://www.squaremeals.org/vgn/tda/files/983/2140_SC%20final%20policy%20clar.doc*

NUTRITION POLICY EXEMPTIONS

WHERE & WHEN	NUTRITION POLICY
Elementary School Classroom Snacks	Elementary classrooms may serve one nutritious snack per day in the morning or afternoon (not during lunchtime) under the teacher's guidance. The classroom snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students. At a teacher's option, parents may choose to use this snack time to provide healthy treats for birthdays and other celebrations. For nutritious snack ideas, see TDA's listing of "Suggestions for Nutritious Snacks," available on request and at **www.squaremeals.org.**
Snacks for TAKS Test Days	Schools and parents may provide one additional nutritious snack per day for students taking the TAKS tests. As with classroom snacks, these must comply with the limits outlined in the Public School Nutrition Policy. For healthy snack ideas, see TDA's listing of "Suggestions for Nutritious Snacks," available on request and at **www.squaremeals.org.**
Field Trips	Campus-approved field trips are exempt from the nutrition policy.
Athletic, UIL, Band and Other Competitions	The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band or other competitions. The school day is considered to have ended for these students. School activities, athletic functions, etc. that occur after the normal school day are not covered by the policy.

FREQUENTLY ASKED QUESTIONS

How is a "school day" defined?

The school day is defined as beginning with the start of the first breakfast period until the end of the last instruction period of the day (last bell). School activities, athletic functions, etc. that occur after the normal school day are not covered by this policy. If a school operates the federally-funded After School Snack Program, the policy will be in effect until this concludes for the day.

Which school-level policy should K-12 schools follow?

K-12 schools may follow the policy requirements designated for middle school and junior high schools.

Does this policy prohibit school teachers from using competitive foods as an instructional tool in the classroom?

School teachers may use food for instructional purposes as long as the food items are not considered FMNVs or candy.

Do these nutrition standards apply to fundraising?

For middle school and high school campuses, the nutrition standards will apply to food fundraising during the school day. No food fundraising will be allowed on an elementary school campus during the school day. TDA has developed a list of ideas for non-food fundraising available at www.squaremeals.org. Go to the "For Schools" link.

*For more FAQs, go to **www.squaremeals.org** and click on the link to TDA's "Food and Nutrition Division."*
*For answers to additional questions, e-mail TDA at **healthykids@agr.state.tx.us**.*

This information was compiled in June 2004. For the most current policy updates, go to www.squaremeals.org.

For more information contact the Texas Department of Agriculture, Food and Nutrition Division
P.O. Box 12847, Austin, Texas 78711 • (888) TEX-KIDS • healthykids@agr.state.tx.us

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Foods of Minimal Nutritional Value*

SODA WATER
Includes any carbonated beverage, including those with added nutrients such as vitamins, minerals and protein.

WATER ICES
Includes any frozen, sweetened water such as popsicles and other "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice.

CHEWING GUM
Includes any flavored products made from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

CERTAIN CANDIES
Includes any processed foods made predominantly from sweeteners or artificial sweeteners, including hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn.

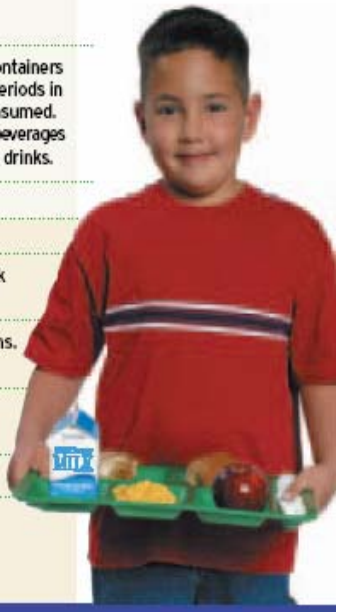
*Some items have received exemptions from USDA. Go to www.squaremeals.org for that list.

(Federal regulations do not allow FMNVs to be sold or given away during meal periods where reimbursable meals are served and/or consumed, including during any exempted events.)

POLICY	ELEMENTARY SCHOOLS (a campus containing a combination of grades early elementary to 6)
FMNVs (Foods of Minimal Nutritional Value)	Not allowed at any time during the school day. (certain exemptions are allowed for school nurses, students with special needs and up to three schoolwide events pre-approved by campus officials)
CANDY (including candy bars and packaged candies not included as FMNVs)	Not allowed at any time during the school day. (certain exemptions are allowed for students with special needs and up to three schoolwide events pre-approved by campus officials)
COMPETITIVE FOODS (all food and beverages that are not provided by school food service)	Not allowed at any time during the school day. (see exemptions listed on the back page of this brochure)
FRENCH FRIES AND FRIED POTATO PRODUCTS (except chips – see Portion Chart)	May not exceed 3 oz. servings, may only be served once a week, and may only be purchased one serving at a time.
CARBONATED BEVERAGES	Not allowed at any time during the school day.
PORTION SIZES	See Portion Chart (below)
DEEP-FAT FRYING	For elementary, middle and high schools ▶
FATS	For elementary, middle and high schools ▶
TRANS FATS	For elementary, middle and high schools ▶
MILK	For elementary, middle and high schools ▶
FRUITS AND VEGETABLES	For elementary, middle and high schools ▶
FRUIT/VEGETABLE JUICES	For elementary schools only ▶

PORTION CHART	ELEMENTARY SCHOOLS
FOOD OR BEVERAGE	For elementary, middle and high schools ▶
Chips (regular)	1 ounce
Chips (baked), crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, jerky, pretzels	1.5 ounces
Cookies/cereal bars	2 ounces
Bakery items (e.g., pastries, muffins)	3 ounces
Frozen desserts, ice cream, pudding, Jello	4 ounces
Yogurt	8 ounces
Whole milk, flavored or unflavored	8 ounces
Reduced fat milk, flavored or unflavored	16 ounces
Beverages other than milk and those restricted as FMNVs (no limit on water)	12 ounces (FMNV-restricted beverages not allowed during the school day.)
Candy bars and packaged candies	Not allowed during the school day. (certain exemptions are allowed for students with special needs and up to three schoolwide events pre-approved by campus officials)
Frozen fruit slushes (must contain at least 50 percent fruit juice)	6 ounces

MIDDLE/JUNIOR HIGH SCHOOLS (a campus containing grades 6, 7 and 8; grades 7 and 8; or grades 7, 8 and 9)	HIGH SCHOOLS (a campus containing a combination of grades 9, 10, 11 and 12)
Not allowed until after the last lunch period. (certain exemptions are allowed for school nurses, students with special needs and up to three schoolwide events pre-approved by campus officials)	Not allowed during meal periods in areas where reimbursable meals are served and consumed.
Not allowed until after the last lunch period. (certain exemptions are allowed for students with special needs and up to three schoolwide events pre-approved by campus officials)	Allowed.
Not allowed during meal periods.	Not allowed during meal periods in areas where reimbursable meals are served and consumed.
May not exceed 3 oz. servings, may only be served three times a week, and may only be purchased one serving at a time.	May not exceed 3 oz. servings and may only be purchased one serving at a time.
Not allowed until after the last lunch period.	Sugared, carbonated beverages cannot be sold in containers larger than 12 oz. and are not allowed during meal periods in areas where reimbursable meals are served and consumed. By 2005-06 school year: no more than 30 percent of beverages in vending machines should be sugared, carbonated drinks.
See Portion Chart (below)	See Portion Chart (below)
Should be eliminated as a method of preparation as soon as possible. Refer to target dates in full policy.	
Food items containing more than 28 grams of fat per serving size cannot be served more than twice per week (2006-07 school year goal: reduce limit to 23 grams).	
By 2005-06 school year, schools should include a request for trans fat information in all product specifications. By 2007-08, schools should reduce the purchase of products containing trans fats.	
Must offer 2 percent, 1 percent or skim milk at all points where milk is served. Flavored milk cannot contain more than 30 grams of sugar per 8 oz. serving.	
Should be offered daily on all points of service, preferably fresh.	
By the beginning of 2006-07 school year, all beverages served in elementary schools will be milk, unflavored water and 100 percent fruit and/or vegetable juices.	



MIDDLE SCHOOLS	HIGH SCHOOLS
The maximum portion size restrictions below apply to all food and beverages served or made available to students with the exception of school meals, which are governed by USDA regulations.	
1 ounce	1.25 ounces
1.5 ounces	1.5 ounces
2 ounces	2 ounces
3 ounces	3 ounces
4 ounces	4 ounces
8 ounces	8 ounces
8 ounces	8 ounces
16 ounces	16 ounces
12 ounces	12 ounces
1.5 ounces (not allowed until after the last lunch period)	1.5 ounces
12 ounces	12 ounces

Vending Machines

Elementary Schools

An elementary campus **may not** operate vending machines or school stores that sell competitive foods to students anywhere on school premises throughout the school day until the end of the last scheduled class and extending to any after-school snack program.

Middle Schools

A middle school campus **may not** operate vending machines or school stores that sell competitive foods to students anywhere on school premises throughout the school day until the end of the last scheduled lunch, including any after-school snack program.

High Schools

High schools **may not** operate or provide access to vending machines or school stores with competitive foods during meal periods in areas where reimbursable meals are served or consumed.

General Procedures

Before entering into a vending machine contract a school principal must confer with the Associate Superintendent for Finance Services to confirm the appropriateness of the contract and that products are not in the FMNV and competitive food categories.

The campus principal and the appointed staff member by the principal are responsible for safeguarding Revenue from the vending machines and that the Revenue is recorded in the Student Activity Fund.

Vending machines operated for an intended profit at the campus level are considered to be fundraisers.

- Profits from machines which are generally accessible to everyone are considered student funds and can be used only for purposes which benefit students.
- Profits from machines accessible only to staff may be used for staff purposes – Courtesy or Hospitality.

Recording and Record Keeping

1. School Serviced Vending Machines

    a. Revenue from vending machines will be collected and receipted daily.
    b. The principal and the appointed staff member by the principal are responsible for providing the maximum available security for vending machine inventories.
    c. Funds shall be disbursed from the respective activity accounts for the purchase of vending machine supplies, maintenance of the machine(s) and rental (if any) of the machine(s).
    d. Any balance justly due for vending machine supplies shall be paid in full upon receipt of each vendor invoice through the Student Activity Office.

2. Vendor-Serviced Machines

   When contracts are created with vendors who service a machine, or machines, the school receives a periodic commission check.

   These commission checks identify how much money comes from each machine, simplifying the separating of monies between staff and student accounts. If several student accounts receive profits from one machine, the school principal must decide on a percentage allocation per club. This percentage shall be applied consistently, and the documentation must be readily available to the auditors.

3. Since the Board of Trustees has already approved the Coca-Cola contract, forms "Request for Authorization to Conduct Fundraiser" and the "Income and Expense Report" for Coke commission are no longer required to be completed.

Records, Forms, Reports, and Proper Documentation

Student Activity Funds at Central Office are maintained on a double entry system of accounting. For every transaction, there is a debit entry and an offsetting credit entry.

Student Activity Funds accounting is a cash basis (non-accrual) accounting system. Transactions are reported only in the period when recorded, not in the period when revenue is earned or a liability is incurred.

Basic Accounting Records

The following is a list of minimum records required by the District. These forms are either available from the Finance Office and in your individual Microsoft Outlook file folder.

1. **Cash Remittance Form / Deposit Slip**
   This form combines the cash count recap, cash receipt and the bank deposit slip forms into one four-part form. It will be used by teachers/staff whenever money is remitted to the secretary and/or bookkeeper.

2. **Payment Request Form (BUS-9)**
   This form is the authorization from the sponsor and the school principal for payment from activity accounts to vendors.

3. **Requests for an Advance Check for Student Travel**
   This form is a means of **documenting** responsibility for persons requesting checks prior to their obtaining invoices/receipts. It is **attached** to the Payment Request Form, as documentation, which is submitted to Student Activity Funds accounting for payment.

4. **Immediate Need Checks**
   "Immediate Need" checks will be issued to the Principal or designee who must sign for them at the time of issuance. These checks are pre-numbered and are authorized for up to one thousand ($1,000.00) dollars. Their use requires two authorized signatures, the principal and her designees who have been approved by central office at the beginning of the school year.

5. **Cash Receipt Log**
   This required record is a means of recording cash receipt numbers and keeping track of deposits. This log must reconcile to the balance in the monthly cash receipt journal from Accounting.

6. **Payment Request Log**
   This required record is a means of recording payment requests that have been submitted to the Student Activity Department. This log must reconcile to the monthly expenditures and liquidations journal from the General Accounting Office.

7. **Principal's Report (DRSAPRIN)**
   The Student Activity Fund Accounting Office will issue a detailed monthly report summarizing activity for all accounts in the following format:

   Beginning Balance + Receipts - Disbursements = Current Balance

8. **Cash Journal**
   An itemized monthly cash receipts journal and a cash disbursement journal will be issued by the Student Activity Fund Accounting Office.

9. **Club Report (DRSACLUB)**
   A detailed monthly report is issued by the Student Activity Fund Accounting Office which includes all cash receipts and disbursements recorded by account. The individual club report must be issued to all sponsors overseeing activity accounts. At least three times per year (August, December, and April) the principal shall require each sponsor to sign the report with a statement acknowledging their agreement with the account balances. The Principal should sign for those accounts without sponsors.

10. **General Journals**
    A detailed monthly report is issued which includes recordings of transfers between schools, payments for billings from the school district for services, and non-cash transfers between accounts at the same campus.

Other Required Forms and Reports

1. Fundraising companies are approved by the Deputy Superintendent for Financial Services. Approved companies are posted in the District's website.

2. "Request for Authorization to Conduct Fundraiser" (ADM-17)
   Only Campus fundraising activities approved by the appropriate Area Associate Superintendent may be conducted. Approval is contingent on the benefit to be derived by the students of the organization.

The club sponsor is responsible for keeping accurate records including the following:

a. Distribution lists. (Including items, t-shirts, electronics, uniforms, etc., purchased with fundraiser revenue and to be given out to students, staff, etc.)
b. Daily collection reports.
c. Collection of sales tax collections.
d. Copies of validated Cash Remittance Forms.

3. "Income and Expense Summary" (BUS-5)

   Not later than three weeks after the conclusion of the fundraising activity, an Income and Expense Summary Report (BUS-5) must be prepared by the sponsor. It will include amounts due from students and unsold merchandise on hand.

4. Transactions Inquiry – CICSSA On line

   In addition to inquiries of cash receipt number payment authorization number, and account balance the school secretaries and/or bookkeepers can inquire for a detailed listing of transactions by account number. The inquiry can be made for either current month transactions or year to date transactions. Choose options 10 or 12 on the Finance Inquiry Menu.

Components of Proper Documentation

1. Proper documentation includes:

    a. The **vendor's original invoice**. When the original invoice/receipt has been l*ost or misplaced*, a copy will be accepted for payment **only** when a statement has been signed by the school principal stating the circumstances. **Monthly Vendor Statements do not constitute acceptable support.** For refunds, a photocopy of the receipt is acceptable.

    b. When a vendor does not issue invoices, other support such as a postal seal, a letter, an acknowledgment, a renewal notice, etc. is acceptable if initialed by the school principal.

    c. "Authority to Purchase Goods and Services from Activity Funds", form SAF-3. This form must provide a description of good or services rendered, reason for the expenditure, the amount or estimate of monies to be disbursed, club account, club name and must bear the signature of the person requesting the disbursement. The principal authorizes expenditures for sponsors and the Area Associate Superintendents authorizes expenditures for the principals. This form must be completed and approved prior to the expenditure.

2. If the invoice is not on a standard 8.5 X 11.0 sheet, please tape the invoice(s) to an 8.5 X 11.0 sheet. This procedure, identical to the requirements by the Accounts Payable Department, allows the Student Activity Department to process the payments more quickly and also aids in the filing of vouchers by redistributing the bulk and standardizing the voucher documents.

    a. When requesting reimbursements, all receipts should be taped to a standard 8.5 X 11.0 sheet prior to submitting to the secretary and/or bookkeeper. Although its use is not required, Sponsors will find useful a Receipt Form, (SAF-6) to insure prompt payment.

3. Sales Tabulation of Monies Collected (Optional SAF-2 Form) [see form in appendix]
   On those occasions when staff collects money in advance of an event or the exchange of personal property, e.g., field trips, sale of a yearbook, the Sales Tabulation of Monies Collected form can be used which shows the students' names and the amount submitted (Form SAF-2). [see form in appendix] This documentation is invaluable in the reconciliation of sources of revenue.

ADHERING TO THE TEXAS SCHOOL NUTRITION POLICY

There continues to be considerable national debate on the issue of obesity in the general population, and particularly in children. Schools have been identified as one of the key settings for state and national public health strategies to address this concern. Effective August 1, 2004, all Texas public schools participating in the federal child nutrition programs (National School Lunch Program, School Breakfast Program and the After School Snack Program) must comply with the nutrition policy outlined by the Texas Department of Agriculture (TDA). The *Texas Public School Nutrition Policy* is detailed in EXHIBIT D. These policies are intended to supplement federal policies defined by the U.S. Department of Agriculture's (USDA's) Food and Nutrition Services. To assist with this issue and further reinforce USDA's efforts to improve school nutrition environments, the following procedures apply to the school setting.

DEFINITION OF COMMONLY USED TERMS:

FOOD SERVICE AREA

The food service area is defined as any area on school premises where program meals (breakfast, lunch, and after-school snack) are served or eaten. This includes "eating areas" that are completely separate from the "serving lines" such as hallways, outdoor commons, etc.

SCHOOL MEALS

Meals provided under the National School Lunch Program, School Breakfast Program and After School Snack Program for which schools receive reimbursement in accordance with all applicable federal regulations, policies, procedures, instructions and guidelines.

SCHOOL DAY

The definition of school day is from the start of the first breakfast period until the end of the last class period of the day including any after-school snack program. School activities, athletic functions, etc. that occur **after** the normal school day are **not** covered by this procedure.

COMPETITIVE FOODS

Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization.

SNACKS/REFRESHMENTS

Snacking is part of a healthy diet for children and teenagers and provides nutrients and energy for appropriate growth development.

1. All snacks/refreshments shall be store bought.
2. All snacks/refreshments shall be individually wrapped or packaged.
3. Snacks/refreshments from home served to a class must meet nutrition standards; see *Suggestions for Nutritious Snacks* [EXHIBIT C] for a list of suggested items.

4. Snacks/refreshments that do not meet nutrition standards can only be served on the three designated school celebration days. The designated months for the San Antonio Independent School District are **October, December**, and **May**. Each school may select one day during the designated months during which non-allowable food items may be served for special school celebrations.

SCHOOL INCENTIVES

Schools can coordinate student incentives through the District Food Services department or see *Suggestions for Nutritious Snacks* [EXHIBIT C] to determine which foods and beverages are acceptable for incentives. However, it is highly recommended and encouraged that schools provide other types of incentives to students that do not involve food, see *Non-Food Fundraising and Rewards* [EXHIBIT B].

GUIDELINES FOR AN ELEMENTARY SCHOOL CAMPUS

For the purpose of this procedure, elementary school includes all grades from Early Childhood through grade 6 as applicable on a specific campus.

1. Foods of minimal nutritional value and all other forms of candy may **not** be accessible to students **anywhere** or **anytime** during the school day. For exemptions and a listing of foods and beverages restricted by the FMNV policy, see [EXHIBIT A].
2. Fundraising: An elementary campus may not sell competitive foods to students anywhere on school premises throughout the school day until the end of the last scheduled class and extending to the after-school snack program. The use of non-food items as fundraisers is highly recommended; see *Non-Food Fundraising and Rewards* [EXHIBIT B].
3. Rewards/Punishments: An elementary campus may not use any item considered a food of minimal nutritional value or competitive foods as rewards for good behavior, attendance, or student accomplishments. Non-food rewards are encouraged. Sales of any food or beverage offered by the School Food Service Department may not be restricted or prohibited for disciplinary reasons or any other purpose.
4. Snacks: Portion size restrictions pertain to all foods and beverages served to students on school campuses with the exception of school meals, which are governed by USDA regulations. Elementary classrooms may allow one nutritious snack per day under the teacher's supervision. The snack may be in the morning or afternoon but may not be at the same time as the regular meal periods for that class. The snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students. All snacks, beverages or a la carte items shall meet the Texas Department of Agriculture (TDA) requirements for fat content, sugar content, and portion size-see the *Suggestions for Nutritious Snacks* [EXHIBIT C].
5. Birthdays/Special Events: Food items served in the classroom during the school day that are not considered nutritious, a reimbursable meal that is catered or food that is provided by the Food Service Department must be during the three approved annual events per school year as approved by the campus administrator.
6. Vending Machines/School Stores: An elementary campus **may not** operate vending machines or school stores that sell competitive foods to students anywhere on school premises throughout the school day until the end of the last scheduled class and extending to any after-school snack program.

MIDDLE SCHOOL GRADES AT THE ELEMENTARY CAMPUS

For the purpose of this procedure, middle school grades at an elementary campus include grades 6, 7, and 8. These campuses are to follow the guidelines for the Elementary School Campus. Example: PK-8 Campus.

GUIDELINES FOR A MIDDLE SCHOOL CAMPUS: A middle school campus is one in which grades 6-8 attend.

1. Foods of minimal nutritional value may not be available anywhere on the school campus during meal periods (breakfast, lunch, and snack). This includes the entire school campus inclusive of gyms and athletic fields. For a listing of foods and beverages restricted by the FMNV policy, see [EXHIBIT A]. In addition, a middle school campus may not serve or provide access to students any prohibited carbonated beverages with volumes in excess of 12 ounces anywhere on the school premises during the school day. NOTE: This provision does not apply where existing contracts require the vending of larger volume containers; currently the SAISD contract with Coca-Cola is in effect until the year 2010.
2. Fundraising: A middle school campus may not sell competitive foods to students anywhere on school premises throughout the school day until the end of the last scheduled lunch period including any after-school snack program. The sale of non-food items as fundraisers is highly recommended; see *Non-Food Fundraising and Rewards* [EXHIBIT B].
3. Rewards/Punishments: A middle school campus may not serve any food of minimal nutritional value or competitive foods as rewards for good behavior, attendance, or student accomplishments. Non-food rewards are encouraged, see *Non-Food Fundraising and Rewards* [EXHIBIT B]. Sales of any food or beverage offered by the School Food Service Department may not be restricted or prohibited for disciplinary reasons or any other purpose.
4. Snacks: Portion size restrictions pertain to all foods and beverages served to students on school campuses with the exception of school meals, which are governed by USDA regulations. All snacks, beverages or a la carte items sold by the Food Service Department or competitive foods shall meet the Texas Department of Agriculture (TDA) requirements for fat content, sugar content, and portion size-see *Suggestions for Nutritious Snacks* [EXHIBIT C].
5. Birthdays/Special Events: Foods in the classroom during the "meal period" must be a reimbursable meal catered or provided by the school Food Service Department. Foods of Minimal Nutritional Value and competitive foods are not allowed until after the last lunch period including any after-school snack program for any special event or birthday.
6. Vending Machines/School Stores: A middle school campus **may not** operate vending machines or school stores that sell competitive foods to students anywhere on school premises throughout the school day until the end of the last scheduled lunch, including any after-school snack program.

GUIDELINES FOR A HIGH SCHOOL CAMPUS

1. The sale or distribution of foods of minimal nutritional value is prohibited in any area where meals are either served or consumed. For exemptions and a listing of foods and beverages restricted by the FMNV policy, see [EXHIBIT A]. This does not affect activities after the school day or the weekend. In addition, a high school campus may not serve or provide access to students any prohibited carbonated beverages in volumes in excess of 12 ounces anywhere on the school premises during the school day. NOTE: This provision does not apply where existing contracts require the vending of larger volume containers; currently the SAISD contract with Coca-Cola is in effect until 2010.
2. Fundraising: High schools may not serve or provide access to competitive foods during meal periods in areas where reimbursable meals are served or consumed. The sale of non-food items as fundraisers is highly recommended; see *Non-Food Fundraising and Rewards* [EXHIBIT B].
3. Rewards/Punishments: A high school campus may not serve any food of minimal nutritional value or competitive foods as rewards for good behavior, attendance, or student accomplishments. Non-food rewards are encouraged. Sales of any food or beverage offered by the Food Service Department may not be restricted or prohibited for disciplinary reasons or any other purpose.
4. Snacks: Portion size restrictions pertain to all foods and beverages served to students on school campuses with the exception of school meals, which are governed by USDA regulations. All snacks, beverages or a la carte items sold by the Food Service Department or competitive foods

shall meet the Texas Department of Agriculture (TDA) requirements for fat content, sugar content, and portion size; see *Suggestions for Nutritious Snacks* [EXHIBIT C].

5. Birthdays/Special Events: Foods of Minimal Nutritional Value and competitive foods are not allowed in any food service area where reimbursable meals are served or consumed for special events or birthdays.
6. Vending Machines/School Stores: High schools **may not** operate or provide access to vending machines or school stores with competitive foods during meal periods in areas where reimbursable meals are served or consumed.

EXEMPTIONS

- School Nurses: This policy does not apply to school nurses dispensing FMNVs to students on a case-by-case basis for medical purposes.
- Accommodating Students with Special Needs: Students with special needs who have an Individualized Education Plan (IEP) that indicates the use of an FMNV item for behavior modification or other suitable need may be given FMNV items.
- School Celebrations: Students may be given FMNV items during the school day for up to three different celebrations each school year. The selected SAISD holidays include Harvest Celebration (October), Winter Holiday Celebration (December), and End of Year Celebration (May). These items may not be given during meal times in the areas where school meals are being served or consumed.
- State Required Testing: Schools or parents may provide one additional nutritious snack per day for students taking the state required tests. The snack must comply with the fat and sugar limits and may not contain any foods of minimal nutritional value or consist of candy, chips or dessert type items. This exception relates to all grade levels.
- Instructional Use of Food in Classroom: For instructional purposes, teachers may use foods as long as the food items are not considered FMNV or candy. Students may consume food prepared in class for instructional purposes. However, this should be on an occasional basis, and food may not be provided or sold to other students or classes. Food provided for students as part of a class or school cultural heritage event for instructional or enrichment purposes would be exempt from the policy. However, FMNV may not be served during meal periods in the areas where school meals are being served or consumed, and regular meal service must continue to be available to all students.
- Field Trips: School-approved field trips are exempt from the nutrition policy. A school official must approve the dates and purposes of the field trips in advance.
- Athletic, UIL, Band and Other Competitions: The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band, events or competitions. The school day is considered to have ended for these students. School activities, athletic functions, etc. that occur after the normal school day are not covered by this procedure.
- Food from Home: This procedure does not restrict what a parent may provide for their own child's lunch or snack.

PENALTIES

The Texas Department of Agriculture (TDA) will enforce and monitor this policy to ensure continued compliance. When violations of this policy are noted the TDA will disallow all meal reimbursements for the day and require the school to reimburse the food service account for the lost reimbursement. A documented corrective action plan will be required.

Attachments: **Exhibit A:** ***Foods of Minimal Nutritional Value***
Exhibit B: ***Non-Food Fundraising and Rewards***
Exhibit C: ***Suggestions for Nutritious Snacks***
Exhibit D: ***Texas School Nutrition Policy***

See these INDEX references for related procedures:

References: Board Policy CO (LEGAL)

Questions regarding this procedure should be addressed to the Executive Director of Food & Child Nutrition Services / 806 N. Salado Street / San Antonio, TX 78207 / (210) 227-3522.

EXHIBIT A: FOODS OF MINIMAL NUTRITION VALUE (FMNV)

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the food service area during meal periods.

Restricted Foods - Foods and beverages that are restricted from sale to students are classified in the following four categories:

1. **Soda Water**: Any carbonated beverage. No product shall be excluded from this definition if it contains discrete nutrients added to the food such as vitamins, minerals and protein.
2. **Water Ices**: Any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice.
3. **Chewing Gum**: Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. **Certain Candies**: Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
   a) **Hard Candy**: A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after-dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.
   b) **Jellies and Gums**: A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
   c) **Marshmallow Candies**: An aerated confection composed of sugar, corn syrup, inverted sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
   d) **Fondant**: A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or inverted sugar in solution such as candy corn or soft mints.
   e) **Licorice**: A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
   f) **Spun Candy**: A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
   g) **Candy Coated Popcorn**: Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

EXHIBIT B: NON-FOOD FUNDRAISING AND REWARDS

To all who care about the healthy development of our children, the time for change is now. We know the transition is going to be difficult, but the reward is immeasurable. We are aware that selling candy, soda as well as using them for rewards is popular, profitable and tried and true. However, our children's health has to be everyone's number one priority. The following are some easy, low cost alternatives for fundraising and rewards that generate both fun and great results!

Things You Can Do

Academic Contest	Art Sale	Auction	Baby Sitting	Bike-a-thon
Bowling Night	Camps	Car Washes	Carnivals	Celebrity Games
Concerts/Plays	Dances	Dunking Booth	Family Pictures	Fashion Show
Festivals	Flag Football	Garage Sale	Gift Wrapping	Glamour Portraits
Golf Tournaments	Jog-a-thons	Jump-rope-athons	Magic Show	Parent Dinner
Raffles	Read-a-thons	Recycling	Singing Telegrams	Skate Night
Spelling Bee	Talent Show	Treasure Hunts	Tutoring	Workshops/Classes

Things You Can Sell

Activity Cards	Alumni Directory	Balloons	Books	Brick Memorials
Buttons, pins	Calendars	Candles	Cookbooks	Coupon Books
Emergency Car Kits	First Aid Kits	Flowers and Bulbs	Fruit Baskets	Fruit Smoothies
Gift Baskets	Gift Wrap, boxes	Greeting Cards	Hats	Healthy Snacks
Holiday Ornament	House Décor	Jewelry	Magazines	Megaphones
Mugs	Mums	Newspaper ads	Plants	Pocket Calendars
Poinsettias	Stationary	School Art	School Frisbees	Spirit Gear
Scratch-off Card	Spirit Flags	Stuffed Animals	T-shirts	Temporary Tattoos
Tupperware	Valentine's Flower	Watches	Yearbook Ads	Yearbook Covers

Rewards Other Than Food

- Let students bring music, movies, and balloons for a class party after a big test, before vacation, etc.;
- Provide extra time doing favorite activity, conduct class outside, eat lunch with the teacher or in the classroom;
- Have a box of toys, art, school supplies, or spirit items for a job well done on hand;
- Reward academic excellence with a movie pass, coupons or gift certificates;
- Designate special dress-up days; or,
- Give extra-credit, listen to music while working, provide one-on-one time with the teacher.

EXHIBIT C: SUGGESTIONS FOR NUTRITIOUS SNACKS

SNACK	TOTAL KCAL	(G) FAT and FAT FROM KCAL	OTHER INFO
Animal Crackers (10 pc = 26 G)	112	2.4 G and 21.6 Kcal	
Bagel (1/2)	165	1 G and 9 Kcal	
Carrots, Broccoli, Cauliflower (1/2 C)	18	0.1 G and 0.9 Kcal	All 3 averaged
Cereal, Dry, Individual Servings	110 110 110	1.8 G and 16.2 Kcal	Cheerios (1-1/4 C) Lucky Charms (1 C) Frosted Flakes (3/4 C)
Cheese, Low Fat String (1 oz)	72	4.5 G and 40.5 Kcal	Mozzarella, part-skim
Corn on Cob with Paprika or Chili Powder	120	1.0 G and 9 Kcal	Grilled
Dip or Salad Dressing, Low Fat	46 27	2.5 G and 22.5 Kcal 1.5 G and 13.5 Kcal	Low fat Ranch Low fat Italian
English Muffin (Whole Wheat)	161	2.7 G and 24.3 Kcal	Honey and Oat Bran
Fig Newtons (2 pc = 1 oz = 28 G)	120	2.0 G and 14.0 Kcal	
Fruit Bars. Frozen (3 Fl oz = 92 G)	75	0.1 G and 0.9 Kcal	
Fruit Juice (6 Fl oz)	97 60 94	0 0 0	Apple Orange Grape
Fruit or Grain Muffin (Low-Fat) (3 oz)	183 100	4.9 G and 44.1 Kcal 3.0 G and 27 Kcal	Raisin (2 oz) Blueberry Bran (1.14 oz)
Fruit Pico (1/2 C)	40	0.2 G and 0 Kcal	Good Source Of Vitamin A and Potassium (Fresh)
Fruit Smoothie	89	0.4 G and 3.6 Kcal	3/8 Banana, Blueberries, Orange Juice, Honey and Vanilla
Fruit Snacks (1 oz)	97	2.0 G and 18 Kcal	USDA exempted (Fruit Roll-Ups, Fruit Gushers, etc.)
Fruit, Nut and/or Grain Trail Mixes (1 oz = 28 G)*	123	6.6 G and 59.4 Kcal	Various mixes
Fruit, Seasonal, Fresh	45-116	0 G – 1.5 G and 0 Kcal	Range of all varieties
Fruit/Grain Bars (37 G)	140	3 G and 27 Kcal	Granola, breakfast bar
Graham Crackers (4 pc = 28 G)	120	2.0 G and 18 Kcal	Cinnamon or honey
Milk, Non-Fat or Low Fat (Plain or Flavored) (8 oz)	86 121	0.4 G and 3.6 Kcal 4.7 G and 42.3 Kcal	Non-fat Low fat
Peanut Butter and Crackers	188 26	16 G and 144 Kcal 0.6 G and 5.4 Kcal	Peanut butter (2 t) Saltines (2 crackers)
Popcorn, 94% Fat Free (3.8 C)*	110	2 G and 18 Kcal	
Pretzels (1 oz = 28 G)	108	1.0 G and 9.0 Kcal	
Rice Cakes, Flavored (15 G)	60	0.5 G and 4.5 Kcal	
Rice Cakes, Mini, Flavored (10 pc)	60	0.5 G and 18 Kcal	
Salsa (3 T and 1.5 oz)	25	0 G and 0 Kcal	
Tortilla Chips, Baked (1 oz = 18 pc)	110	2 G and 18 Kcal	
Vanilla Wafers (5 pc = 20 G)	92	3.2 G and 28.8 Kcal	
Wheat Crackers	120-150	3 G To 6 Gram, 27 Kcal To 54 Kcal	Low fat Triscuits, Wheatables
Yogurt, Frozen, Low Fat (1/2 C = 72 G)	114	4.0 G and 36 Kcal	Vanilla

**Please avoid any items that pose a risk of choking for young children.*

June 2004 C38 Exhibit C

EXHIBIT D: TEXAS PUBLIC SCHOOL NUTRITION POLICY

Effective 8/1/04

TEXAS PUBLIC SCHOOL NUTRITION POLICY			
FMNV Policy	**Elementary (EE-6)**	**Middle School (6-8) / Junior High (7-8 or 7-9)**	**High School/ Combination of Grades 9-12**
Exemptions: ▪ School nurse ▪ Specified on special needs student's IEP ▪ School events: 3 different events each school year per campus	No FMNVs (and other forms of candy) at any time, anywhere on school premises until end of last scheduled class, to include any after-school snack program	No FMNVs (and other forms of candy) at any time, anywhere on school premises until after end of last lunch period, to include any after-school snack program.	No FMNVs during meal periods in areas where reimbursable meals are served and/or consumed. New contracts/ renewals executed after March 3, 2004, must prohibit the sale of sugared, carbonated beverages in containers larger than 12 oz.
		Goal: By 2005-06 school year, no more than 30 percent of beverages in vending machines should be sugared, carbonated soft drinks. Limit sugared, carbonated beverages to 12 oz or less containers.	
COMPETITIVE FOODS	None until the end of the last scheduled class, to include any after-school snack program.	None during meal periods, to include any after school snack program. Does not apply to school food service items. Goal: by start of 2006-07 school year, none available until after last lunch period.	None during meal periods in areas where reimbursable meals are served and/or consumed. Does not apply to school food service items.

NUTRITION STANDARDS *Applies to all foods and beverages served/made available to students (school meals, a la carte, snack points of service AND competitive foods.)*

Portion Sizes	Elementary	Middle	High
Chips (regular)	1 ounce	1 ounce	1.25 ounces
Chips (baked or no more than 7.5 grams of fat per ounce), crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, jerky, pretzels	1.5 ounces	1.5 ounces	1.5 ounces
Cookies/cereal bars	2 ounces	2 ounces	2 ounces
Bakery items (e.g. pastries, muffins)	3 ounces	3 ounces	3 ounces
Frozen desserts, ice cream	4 ounces	4 ounces	4 ounces
Yogurt	8 ounces	8 ounces	8 ounces
Whole milk, flavored or unflavored	8 ounces	8 ounces	8 ounces
Reduced fat milk (2% or less), flavored or unflavored	16 ounces	16 ounces	16 ounces
Beverages other than milk or those restricted as FMNVs (no limit on water)	12 ounces	12 ounces	12 ounces
Candy bars and packaged candies not restricted by FMNV policy	None allowed	1.5 ounces	1.5 ounces
Fruit drinks and frozen slushes (minimum 50% fruit juice)	6 ounces	12 ounces	12 ounces

Restrictions do not apply if existing contracts require larger volume sizes; however, contracts/contract renewals executed after March 3, 2004, must comply. Portion sizes do not apply to school meals, which must follow USDA regulations.

FATS AND FRIED FOODS

- Food items with over 28 grams of fat per serving size may not be served/made available more than twice per week. Goal: By start of 2006-07 school year, reduce to 23 grams of fat per serving size.
- French fries and other fried potato products cannot exceed 3 oz per serving and can be purchased only 1 serving at a time. In elementary schools, these products can be offered no more than once per week. In middle/junior high schools, these products can be offered no more than 3 times per week.
- Eliminate frying by start of 2005-06 school year (in schools that don't need equipment changes or facility modifications). A transition period allows schools to make changes or modifications, but all schools must comply by 2009-10 school year.

Recommendations: Bake fries/fried potato products, instead of fry. Bake or heat by a method other than frying, manufacturer flash-fried foods.

- By 2005-06 school year, include a request for trans fat into all product specifications.
- By start of 2007-08 school year, reduce purchasing products containing trans fats.

OTHER

Offer 2%, 1% or skim milk at all points where milk is served. Flavored milks may contain no more than 30 grams total sugar per 8 oz serving. Goal: By start of 2006-07 school year, serve only 100% real fruit and/or vegetable juices.
Recommendations: If offering chips, serve reduced fat (no more than 5 grams of fat per ounce) or baked varieties. Offer fruit and/or vegetables daily on all points of service. Offer fresh fruits/vegetables when possible. Frozen and canned fruits should be packed in natural juice, water or light syrup.

APPENDIX

LIST OF FORMS AND LOGS

Sponsor Club / Organization Agreement (F45-A)	Appendix-1	Pg48
Request for Authorization to Conduct Fundraiser (ADM-17)	Appendix-2	Pg49
Fundraiser Approval Procedures (ADM-17, pg 2)		Pg50
Income and Expense Report (BUS-5, pg 1)	Appendix-3	Pg51
Income and Expense Report (BUS-5 Schedules I and II, pg 2)		Pg52
Income and Expense Report (BUS-5 Schedule III-Other Expenses, pg 3)		Pg53
Income and Expense Report Instructions (Form-BUS-5)		Pg54
Fundraising Log	Appendix-4	Pg55
Sponsor's Cash Reconciliation Report (SAF APP-1)	Appendix-5	Pg56
Sponsor's Cash Reconciliation Report (SAF APP-1, pg 2)		Pg57
Cash Receipt Log	Appendix-6	Pg58
Texas Resale Certificate (01-209)	Appendix-7	Pg59
Texas Sales and Use Tax Exemption Certification (01-209 Back)	Appendix-8	Pg60
Authority to Purchase Goods and Services from Activity Funds (SAF-3)	Appendix-9	Pg61
Request for Advance Check for Student Travel (SAF-7a)	Appendix-10	Pg62
Student Trip Authorization Form (BUS-1R)	Appendix-11	Pg63
Faculty Trip Authorization Form (BUS-1R)	Appendix-12	Pg64
Instructions for Faculty Trip Authorization (pg 1)		Pg65
Instructions for Faculty Trip Authorization (pg 2)		Pg66
Texas Hotel Occupancy Tax Exemption Certificate (12-192)	Appendix-13	Pg67
Comptroller of Public Accounts State of TX Hotel Exemption Form	Appendix-14	Pg68
Faculty Travel Worksheet	Appendix-15	Pg69
Student Travel Worksheet	Appendix-16	Pg70
Payment Request/Advance Check Form (BUS-9)	Appendix-17	Pg71
Request for Reimbursement of Receipts (pg 1)		Pg72
Request for Reimbursement of Receipts (pg 2)		Pg73
W-9 Request for Taxpayer ID Number and Certification	Appendix-18	Pg74
W-9 Request for Taxpayer ID Number and Certification Instructions (pg 2)		Pg75
W-9 Request for Taxpayer ID Number and Certification Instructions (pg 3)		Pg76
W-9 Request for Taxpayer ID Number and Certification Instructions (pg 4)		Pg77
Payment Authorization (P.A.) Log	Appendix-19	Pg78
Immediate Need Check Log	Appendix-20	Pg79
Immediate Need Payment Request Form (BUS-9a)	Appendix-21	Pg80
Request to Replenish Immediate Need Checks (SAF-8)	Appendix-22	Pg81
School Activity Operating Fund Form (BUS-6)	Appendix-23	Pg82
Example of a transfer for textbooks	Appendix-24	Pg83
Instructions for Transfer of Fund to 461 for Textbooks		Pg84
Returned Check Notice Letter	Appendix-25	Pg85
Returned Check FINAL Notice Letter		Pg86
Returned Check Log	Appendix-26	Pg87
Request for Inter-fund Transfer (Journal Entry) (SAF-4)	Appendix-27	Pg88
Request for Inter-fund Transfer Between Campuses (Journal Entry) (SAF-4a)	Appendix-28	Pg89
Sales Tabulation of Monies Collected (SAF-2) Optional Form	Appendix-29	Pg90
Approved Fundraising Companies	Appendix-30	Pg91-98

F45-A
(Rev. 12/2004)

APP 1

San Antonio Independent School District

SPONSOR CLUB / ORGANIZATION AGREEMENT

As the sponsor of the clubs and/or organizations listed below at _____
Campus Name and Number

Club/Organization Name _____ Club Number _____
Club/Organization Name _____ Club Number _____
Club/Organization Name _____ Club Number _____
Club/Organization Name _____ Club Number _____

I affirm that I have knowledge of, am familiar with and will abide by and uphold the District policies and procedures (see *Administrative Procedures F-45*) regarding clubs and organizations for the **2004-2005** school year. Specifically, I will ensure compliance with the requirement for parental consent and I will obtain Principal approval prior to conducting any activity or event.

Further, I understand that failure on my part to comply with all District policies and procedures may result in disciplinary action.

Sponsor's Printed Name: _____ Signature: _____

Date: _____

Principal's Printed Name: _____ Signature: _____

Date: _____

Submit the Sponsor Club/Organization Agreement to your campus Principal and provide a signed copy to the SAF Accounting Department.

** Principal's that are Sponsor's are **not** required to obtain approval from their Area Assoc. Superintendent.*

Fundraiser Agreement Form.xls\Agreement Form

ADM-17
(Rev. 12/2004)

APP-2

San Antonio Independent School District

REQUEST FOR AUTHORIZATION TO CONDUCT
- - - FUNDRAISER - - -

Fundraiser Number: ☐

I. GENERAL INFORMATION:

School MAVERICK ES School Number 150
Fundraiser Name _____
Vendor Name _____

Club / Organization Name _____ Club Account _____
Club / Organization Name _____ Club Account _____
Club / Organization Name _____ Club Account _____
Club / Organization Name _____ Club Account _____

Sponsor/Contact Person _____
Sponsor/Contact Person Phone / Fax #'s _____ _____ _____
(Number(s) where the contact person can be reached during working hours)

II. FUND RAISER INFORMATION:

A. Is the fundraiser expected to generate a net profit? YES ☐ NO ☐
If NO, why? _____

B. What type of merchandise or service will be sold or provided?
_____

C. How will this merchandise or service be sold or provided (e.g. catalogue sales, individual sales to students on campus, prepaid order?) _____
_____

D. Fundraiser will be conducted: (MM/DD/YY) From _____ To _____

E. Fundraiser sales will be made by: (Place "X" by One) Student ☐ Faculty ☐

F. Funds will be used for (MUST BE SPECIFIC):
_____

G. Net profits will be distributed to club account(s) as follows:

Club Acct	_____	Club Name	_____	Percent	_____
Club Acct	_____	Club Name	_____	Percent	_____
Club Acct	_____	Club Name	_____	Percent	_____
Club Acct	_____	Club Name	_____	Percent	_____
				Total	_____

III. PROJECTED SALES & EXPENSES

Total Projected Sales $ _____
Total Projected Expenses < _____ >
Projected Net Profit $ _____

IV. AUTHORIZATIONS

Approved ☐ Disapproved ☐ Approved ☐ Disapproved ☐

_____ _____
Principal Date Area Assoc. Superintendent Date

Distribution: __Area Assoc. Superintendent __Principal __Sponsor __Internal Audit Dept. *Fundraiser Authorization Req*

ADM-17
(Rev. 12/2004)

APP-2

FUNDRAISER APPROVAL PROCEDURES

All fundraisers or events and activities that will generate money, must be approved by the School Principal and appropriate Area Associate Superintendent prior to the holding of the fundraiser. No door to door sales will be authorized.

1. The completed Authorization to Conduct a Fundraiser form must be submitted to the School Principal for approval at the campus level.

2. The Principal, upon approval of the fundraiser, must submit the request to the appropriate Area Associate Superintendent.

3. The Principal must submit the approved request in time for it to be received by the appropriate Area Associate Superintendent before the activity is scheduled to begin.

4. The Area Associate Superintendent shall retain one copy and return the Principal's and Sponsor's copies to the requesting school campus after approving or disapproving. The fourth copy is forwarded to the Internal Audit Department.

FORM COMPLETION INSTRUCTIONS:

I. **Required General Information**

Fundraiser Number	Club / Organization Name(s)
Fundraiser Name	Club Account Number(s)
Vendor Name	Sponsor/Contact Person
Sponsor/Contact Person Phone / Fax #'s	(phone #'s where they may be reached during working hours)

II. **Fundraiser Information**

A thru **E** - All information requested must be provided to ensure consideration for approval.

F and **G** - State explicitly the purpose of the fundraiser and the distribution of profit.

III. All sales and expenses must be projected as accurately as possible.

IV. Fundraiser **must not** be initiated until approval is granted by Area Executive Director.

Distribution: __Area Assoc. Superintendent __Principal __Sponsor __SAF Acctng __Internal Audit Dept. *Approval Procedures*

Form-BUS-5 (Rev. 12/2004)
Page 1

APP-3

San Antonio Independent School District

STUDENT ACTIVITY FUND RAISER

- - - INCOME AND EXPENSE REPORT - - -

Fund Raiser Number: ____

Fund Raiser Date/Period: From _____ To _____

School FOSTER ES School Number **125**
Fund Raiser Name _____
Vendor Name _____
Club / Organization Name(s) _____
Club Account Number(s) _____ & _____ & _____ & _____
Sponsor/Contact Person _____
Sponsor/Contact Person Phone / Fax #'s _____ _____ _____
(Number(s) where the contact person can be reached during working hours)

I. REVENUE

A. Sales - Total Cash Receipts (Schedule I)		$
B. Miscellaneous/Various		
C. Sales - Money Due From Customers (Schedule II)		
TOTAL SALES		$

II. EXPENSES

D. Cost of Merchandise	$ 525.00	
E. Goods Returned to Vendor for Credit	< >	
F. Other Expenses (Schedule III)		
G. Less: Cost Value of Ending Inventory On-Hand	< >	
TOTAL EXPENSES		$ 525.00

III. NET PROFIT/(LOSS) $ (525.00)

IV. UNSOLD GOODS (ENDING INVENTORY) RECAP

	Quantity	Sales Value
H. Goods Given As Incentives		$
I. Spoilage		
J. Unsold Inventory Left Over		
K. Inventory On-Hand		$

Sponsor's Signature _____ Date Submitted _____
Principal's Signature _____ Date Submitted _____

Attach copies of:
1. Receipts, invoices, and credit memos from vendors (tape all small receipts down on a sheet of paper).
2. Sales tabulation sheets, if applicable.
3. Other expenses - attach itemized listing with supporting documentation.

Distribution: __Sponsor __School Office __SAF Acctng __Internal Audit Dept.

Income & Expense Form
Page 1 of 3

Form-BUS-5 (Rev. 12/2004)
Page 2

APP-3

San Antonio Independent School District

STUDENT ACTIVITY FUND RAISER

- - - INCOME AND EXPENSE REPORT - - -

Fund Raiser Number: ☐

Fund Raiser Date/Period: From _____ To _____

School FOSTER ES School Number **125**

SCHEDULE I - *Cash Receipts From Log*

Cash Receipt #	Amount	Cash Receipt #	Amount

$ _____

A. Sales - Total Cash Receipts

SCHEDULE II - *Money Due From Customers*

	Customer Name(s)	Amount Due
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

$ _____

C. Sales - Money Due From Customers

Distribution: __Sponsor __School Office __SAF Acctng __Internal Audit Dept.

Income & Expense Form
Page 2 of 3

Income and Expense Report (BUS-5 Schedules III-Other Expenses, pg 3)...................... Appendix-3

Form-BUS-5 (Rev. 12/2004)
Page 3

APP-3

San Antonio Independent School District

SAISD

STUDENT ACTIVITY FUND RAISER

- - - INCOME AND EXPENSE REPORT - - -

Fund Raiser Number: ______

Fund Raiser Date/Period: From ________________ To ______________

School FOSTER ES School Number **125**

SCHEDULE III - *Other Expenses*

Description of Expense	Amount

$ ______________

F. Other Expenses

Distribution: __Sponsor __School Office __SAF Acctng __Internal Audit Dept.

Income & Expense Form
Page 3 of 3

INCOME AND EXPENSE REPORT INSTRUCTIONS

FORM COMPLETION INSTRUCTIONS:

Required General Information

Fundraiser Number	Club / Organization Name(s)
Fundraiser Name	Club Account Number(s)
Vendor Name	Sponsor/Contact Person
Sponsor/Contact Person Phone / Fax #'s	(phone #'s where they may be reached during working hours)

I. Revenue

A. Sales - list all Cash Receipt numbers and amounts on only Schedule I. This amount is automatically linked to the Income and Expense report.

B. Miscellaneous/Various - put total amount of cash donations, gifts, etc. with brief in space provided.

C. Sales - Money due from customers; list on only Schedule II Customer names and amounts due. This amount is automatically linked to the Income and Expense report.

II. Expenses

D. Cost of Merchandise - Total invoiced price charged by the vendor.

E. Goods returned to Vendor for Credit - Total dollar amount of items returned to the vendor and deducted from the original invoice price.

F. Other Expenses - List other expenses only on Schedule III. Give description of each expense and the amount. (Example NSF checks, cost of prizes, etc.) This amount will automatically link to the Income and Expense report.

G. Less: Cost Value of Ending Inventory On-Hand - This figure will be automatically calculated from item "IV". No calculations necessary.

III. Net Profit/(Loss)

This figure will automatically calculate. No calculation necessary.

IV. Unsold Goods (Ending Inventory) Recap

H. Goods given as incentives - List number of items given away and their retail value.

I. Spoilage - List the number of items that spoiled and their retail value.

J. Unsold Inventory Left-Over - Enter here the on-hand inventory that was not sold.

K. Inventory On-Hand - This figure will be automatically calculated.
No calculations necessary.

Distribution: __Sponsor __School Office __Internal Audit Dept. *Income Expense Form.xls\Income & Expense Instructions*

1/20/2005 1:23 PM APP-4

San Antonio Independent School District

742-FINANCE DEPARTMENT

SCHOOL FUND RAISER LOG
FOR SCHOOL YEAR 2004-2005

Please Review Fund Raiser Log by End Date.....Income & Expense Report Due.

Subtotal $ 145,342.43 Subtotal $ 6,326.06

FUND RAISER #		DATE	FUND RAISER START DATE	FUND RAISER END DATE	SPONSOR'S NAME	SPONSOR'S PHONE NUMBER	FUND RAISER NAME	CLUB ACCT #	FUND RAISING COMPANY'S CONTACT PERSON	PROJECTED NET PROFIT	ACTUAL NET PROFIT	Date Income Expense Report Submitted?	INTLS	Inc & Exp Report Due
742-	001	7/30/2004	8/2/2004	8/30/2004	Rameriz	210-299-5709	Back-Packs	2161	Jansport	1,500.00	333.91	9/8/2004	gnh	9/13/2004
742-	002	8/3/2004	8/3/2004	5/25/2005	Trevino	210-299-5709	Ice Cream Sale	2385	Dairy Farms	16,000.00			gnh	6/8/2005
742-	003	8/25/2004	10/1/2004	10/31/2004	Rameriz	210-299-5709	Back-Packs	2161	Jansport	200.00	625.00	11/8/2004	gnh	11/14/2004
742-	004	8/25/2004	11/1/2004	11/30/2004	Gomez	210-299-5709	Popcorn	2161	Deanan	200.00			gnh	12/14/2004
742-	005	8/25/2004	12/1/2004	12/17/2004	Rameriz	210-299-5709	Back-Packs	2161	Jansport	200.00			gnh	12/31/2004
742-	006	8/25/2004	1/3/2005	1/31/2005	Rodriguez	210-299-5709	Back-Packs	2161	Jansport	200.00			gnh	2/14/2005
742-	007	8/25/2004	2/2/2005	2/28/2005	Miller	210-299-5709	Back-Packs	2161	Jansport	200.00			gnh	3/14/2005
742-	008	8/25/2004	3/1/2005	3/31/2005	Miller	210-299-5709	Back-Packs	2161	Jansport	200.00			gnh	4/14/2005
742-	009	8/25/2004	4/4/2005	4/29/2005	Miller	210-299-5709	Back-Packs	2161	Jansport	200.00			gnh	5/13/2005
742-	010	8/25/2004	10/4/2004	10/29/2004	Miller	210-299-5709	Senior Shirts	2161	Logo Pro - Deca	300.00	351.66	11/12/2004	gnh	11/12/2004
742-	011	8/25/2004	11/1/2004	11/30/2004	Miller	210-299-5709	Senior Shirts	2161	Logo Pro - Deca	300.00			gnh	12/14/2004
742-	012	8/25/2004	12/1/2004	12/17/2004	Miller	210-299-5709	Senior Shirts	2161	Logo Pro - Deca	300.00			gnh	12/31/2004
742-	013	8/25/2004	1/3/2005	1/31/2005	Miller	210-299-5709	Senior Shirts	2161	Logo Pro - Deca	300.00			gnh	2/14/2005
742-	014	8/25/2004	2/7/2005	2/28/2005	Miller	210-299-5709	Senior Shirts	2161	Logo Pro - Deca	200.00			gnh	3/14/2005
742-	015	8/25/2004	3/1/2005	3/31/2005	Miller	210-299-5709	Senior Shirts	2161	Logo Pro - Deca	300.00			gnh	4/14/2005
742-	016	8/25/2004	4/4/2005	4/29/2005	Miller	210-299-5709	Senior Shirts	2161	Logo Pro - Deca	300.00			gnh	5/13/2005
742-	017	8/25/2004	11/1/2004	11/30/2004	Miller	210-299-5709	Homecoming Shirts	2161	Logo Pro - Deca	300.00			gnh	12/14/2004
742-	018	8/25/2004	9/11/2004	9/11/2004	Miller	210-299-5709	Car Wash	2161	Pep Boys	275.00	339.33	9/14/2004	gnh	9/25/2004
742-	019	8/25/2004	10/9/2004	10/9/2004	Miller	210-299-5709	Car Wash	2161	Pep Boys	275.00			gnh	10/23/2004
742-	020	8/25/2004	2/1/2005	2/14/2005	Miller	210-299-5709	Roses-Artifical	2161	Travis/Janal/Heb/Toudz	400.00			gnh	2/28/2005
742-	021	8/25/2004	3/11/2005	3/11/2005	Miller	210-299-5709	Bar-B-Q Plates	2161	HEB/Krolabasa/Toudz	700.00			gnh	3/25/2005
742-	022	8/25/2004	4/4/2005	4/29/2005	Miller	210-299-5709	Prom Memory Books	2161	Prestige Photographer	200.00			gnh	5/13/2005
742-	023	8/25/2004	4/4/2005	4/29/2005	Miller	210-299-5709	Prom Court	2161	Prom Andersons/Stumps/T	1,200.00			gnh	5/13/2005
742-	024	8/25/2004	10/4/2004	10/30/2004	Miller	210-299-5709	Spirit Items	2161	Texas99, Aci, Logo,etc	300.00	345.34	11/8/2004	gnh	11/13/2004
742-	025	8/25/2004	11/1/2004	11/30/2004	Miller	210-299-5709	Spirit Items	2161	Texas99, Aci, Logo,etc	300.00			gnh	12/14/2004
742-	026	8/25/2004	3/7/2005	4/29/2005	Miller	210-299-5709	Food Sales	2161	HEB/Sam's/Chico&Roosev	70.00			gnh	5/13/2005
742-	027	8/25/2004	1/4/2005	1/31/2005	Miller	210-299-5709	Food Sales	2161	HEB/Sam's/Chico&Roosev	120.00			gnh	2/14/2005
742-	028	8/25/2004	2/7/2005	2/28/2005	Miller	210-299-5709	Food Sales	2161	HEB/Sam's/Chico&Roosev	80.00			gnh	3/14/2005
742-	029	8/25/2004	4/4/2005	4/25/2005	Miller	210-299-5709	Food Sales	2161	HEB/Sam's/Chico&Roosev	80.00			gnh	5/9/2005
742-	030	8/25/2004	5/2/2005	5/16/2005	Miller	210-299-5709	Food Sales	2161	HEB/Sam's/Chico&Roosev	70.00			gnh	5/30/2005
742-	031	8/25/2004	10/4/2004	10/25/2004	Miller	210-299-5709	Food Sales	2161	Roosevelt&Chico's Produce	80.00			gnh	11/8/2004
742-	032	8/25/2004	11/1/2004	11/29/2004	Miller	210-299-5709	Food Sales	2161	Roosevelt&Chico's Produce	80.00			gnh	12/13/2004
742-	033	8/25/2004	12/6/2004	12/13/2004	Miller	210-299-5709	Food Sales	2161	Roosevelt&Chico's Produce	40.00			gnh	12/27/2004

742-All Logs.xls\Fundraiser Log

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SAF
(Rev. 12/2004)

App-5

San Antonio Independent School District
165 - SMITH ES
--- STUDENT ACTIVITY FUND ---

SPONSOR'S CASH RECONCILIATION REPORT
FOR SCHOOL YEAR 2004-2005

DATE PREPARED: _____ FUNDRAISER APPROVAL DATE: _____

FUND RAISER: _____ FUNDRAISER #: 165 -

CLUB ACCOUNT: _____ CLUB NAME: _____

1. CASH COUNTS **1. Tape calculator tape to a sheet of paper** **2. Staple it to this report**

COINS:					CURRENCY:				
1.00	(one dollar piece)	X		= 0.00	100.00	(one hundred)	X		= 0.00
0.50	(fifty cent piece)	X		= 0.00	50.00	(fifty dollar bill)	X		= 0.00
0.25	(twenty-cent)	X		= 0.00	20.00	(twenty dollar bill)	X		= 0.00
0.10	(dime)	X		= 0.00	10.00	(ten dollar bill)	X		= 0.00
0.05	(five cent)	X		= 0.00	5.00	(five dollar bill)	X		= 0.00
0.01	(one cent)	X		= 0.00	2.00	(two dollar bill)	X		= 0.00
			Total	$ 0.00	1.00	(one dollar)	X		= 0.00
								Total	$ 0.00

2. CHECK LIST

Check #	Check Amount	Check #	Check Amount	Check #	Check Amount
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
				Total Checks	$ 0.00

3. TOTAL REMITTED

0.00 **0.00** **0.00** **=**

(Coins + Currency) + (Check List) + (Addt'l Check List) . . . . . $ **0.00**

Bookkeeper/Secretary Signature: _____

_____ Date Received: _____

Sponsor's Signature Cash Receipt Number: _____

Bag Number: _____

Distribution: __School Office __Sponsor _____ OF _____ *Cash Reconciliation Report.xls\Sponsor Cash Report*

Sponsor’s Cash Reconciliation Report (Page 2) Appendix-5

SAF
(Rev. 12/2004)

App-5

San Antonio Independent School District

165 - SMITH ES

- - - STUDENT ACTIVITY FUND - - -

SPONSOR'S CASH RECONCILIATION REPORT

FOR SCHOOL YEAR 2004-2005

DATE PREPARED: ____________________ FUNDRAISER APPROVAL DATE: ____________________

FUND RAISER: ____ FUNDRAISER #: 165 - ____________

CLUB ACCOUNT: __________ CLUB NAME: ____

4. ADDITIONAL CHECK LIST

Check #	Check Amount	Check #	Check Amount	Check #	Check Amount
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
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	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
	$		$		$
				Total Checks	$ 0.00

Distribution: __School Office __Sponsor _______ OF _______ *Cash Reconciliation Report.xls\Sponsor Cash Report*

1/20/2005 1:23 PM APP-6

San Antonio Independent School District

742-FINANCE DEPARTMENT

CASH RECEIPTS LOG
FOR SCHOOL YEAR 2004-2005

Sales Tax Rate {January 1-June 30, 2004} = 7.875%
Sales Tax Rate {July 1-December 31, 2004} = 7.75%

SubTotal $ 111,803.34 $ 109,222.31 $ 2,581.03 $ 111,803.34 $ 2,834.23 $ 253.20

Posted "X"	CASH RECEIPT #	RECEIPT DATE	BAG NUMBER	CLUB ACCT	CLUB NAME	SOURCE OF FUNDS	Taxable	Collected	CASH RECEIPT SUB-TOTAL	SALES TAX AMOUNT	TOTAL CASH RECEIPT	INTLS	QTR/YR	Previous Tax Collection Prior 12/17	Difference
	01169	8/6/2004	SA007991	2385	FBLA	Apparel Sale	x	850.00	788.86	61.14	850.00	GNH		54.16	-6.98
	01170	8/6/2004	SA007991	2385	FBLA	Apparel Sale	x	561.00	520.65	40.35	561.00	GNH		24.03	-16.32
	01171	8/6/2004	SA007991	2385	FBLA	Apparel Sale	x	952.00	883.53	68.47	952.00	GNH		43.63	-24.84
	01172	8/6/2004	SA007991	2389	Vocational Techn	Donation		140.00	140.00	0.00	140.00	GNH		0.00	0.00
	01173	8/6/2004	SA007991	2385	FBLA	Apparel Sale	x	199.00	184.69	14.31	199.00	GNH		21.54	7.23
	01174	8/6/2004	SA007991	2385	FBLA	Apparel Sale	x	56.00	51.97	4.03	56.00	GNH		6.74	2.71
	01175	8/6/2004	SA007995	2161	Class of 2005	Back Pack Sale	x	100.00	92.81	7.19	100.00	GNH		8.99	1.80
	01176	8/11/2004	SA008010	2314	Purple Jackets	Returned Check		351.00	351.00	0.00	351.00	GNH		0.00	0.00
	01177	8/13/2004	SA008023	2321	Environmental	Recycle		167.00	167.00	0.00	167.00	GNH		0.00	0.00
	01178	8/16/2004	SA008022	2454	Volleyball	Gate Receipts		351.00	351.00	0.00	351.00	GNH		0.00	0.00
	01179	8/16/2004	SA008019	2355	Student Council	Commission-Tom's		879.00	879.00	0.00	879.00	GNH		0.00	0.00
	01180	8/16/2004	SA008019	2271	JROTC	Donation - Sierra Fam		321.00	321.00	0.00	321.00	GNH		0.00	0.00
	01181	8/16/2004	SA008019	2385	FBLA	Apparel Sale	x	654.00	606.96	47.04	654.00	GNH		100.41	53.37
	01182	8/17/2004	SA008011	2149	Textbooks	Lost Textbooks		165.00	165.00	0.00	165.00	GNH		0.00	0.00
	01183	8/17/2004	SA008011	2161	Class of 2005	Back Pack Sale	x	85.00	78.89	6.11	85.00	GNH		6.83	0.72
	01184	8/18/2004	SA008011	2271	JROTC	Commission-Tom's		52.00	52.00	0.00	52.00	GNH		0.00	0.00
	01185	8/18/2004	SA008011	2271	JROTC	Donation		5.00	5.00	0.00	5.00	GNH		0.00	0.00
	01186	8/18/2004	SA008015	2314	Purple Jackets	Uniforms	x	1,000.00	928.07	71.93	1,000.00	GNH		157.16	85.23
	01187	8/18/2004	SA008015	2385	FBLA	Apparel Sale	x	456.00	423.20	32.80	456.00	GNH		84.30	51.50
	01188	8/19/2004	SA008016	2149	Textbooks	Lost Textbooks		65.00	65.00	0.00	65.00	GNH		0.00	0.00
	01189	8/19/2004	SA008016	2454	Volleyball Games	Gate Receipts		150.00	150.00	0.00	150.00	GNH		0.00	0.00
	01190	8/20/2004	SA008016	2143	Teacher Hospitality	Reimburse-Theft		800.00	800.00	0.00	800.00	GNH		0.00	0.00
	01191	8/20/2004	SA008016	2143	Teacher Hospitality	Commission-SBC		56.00	56.00	0.00	56.00	GNH		0.00	0.00
	01192	8/20/2004	SA008016	2314	Pink Jackets	Refund From Vendor		126.00	126.00	0.00	126.00	GNH		0.00	0.00
	01193	8/20/2004	SA007996	2385	FBLA	Apparel Sale	x	81.00	75.17	5.83	81.00	GNH		13.07	7.24
	01194	8/23/2004	SA007996	2385	FBLA	Apparel Sale	x	64.00	59.40	4.60	64.00	GNH		69.48	64.88
	01195	8/23/2004	SA007996	2212	Cosmetology	Student Supplies	x	43.00	39.91	3.09	43.00	GNH		29.71	26.62
	01196	8/23/2004	SA007997	2355	Student Council	Commission-Ice Cream		183.00	183.00	0.00	183.00	GNH		0.00	0.00
	01197	8/23/2004	SA007997	2224	Library	Fines		10.40	10.40	0.00	10.40	GNH		0.00	0.00
	01198	8/24/2004	SA007997	2396	HOSA	Dues		31.00	31.00	0.00	31.00	GNH		0.00	0.00
	01199	8/24/2004	SA007997	2396	HOSA	Rice Krispies		221.00	221.00	0.00	221.00	GNH		0.00	0.00
	01200	8/24/2004	SA007997	2396	HOSA	Old Inventory	x	39.00	36.19	2.81	39.00	GNH		2.81	0.00

742-All Logs.xls\Cash Rept Log

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01-339 (Rev. 12-02/4)

TEXAS RESALE CERTIFICATE

Name of purchaser, fire or agency	Phone (Area code and number)
San Antonio Independent School District	(210) 299-5720 FAX (210) 299-5572
Address (*Street & number, P.O. Box or Route number*)	
141 Lavaca Street	
City, State, ZIP code	
San Antonio, TX 78210-1095	
Texas State or Use Tax Permit Number (or out-of-state retailer's registration number or date applied for Texas Permit - must contain 11 digits if from Texas permit) (Mexican retailers must show their Federal Taxpayers Registry (RFC) number on the certificate and give a copy of their Mexican registration form to the seller.)	
[17460021672]	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____

City, State, ZIP code: _____

Description of items to be purchased on the attached order or invoice:

_____

_____

_____

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

Type of business **Independent School District - Tax Exempt Public Entity**. Items sold to students, faculty, parents and community for purposes of fund raising for the benefit of the students.

The taxable items described above, or on the attached order or invoice, will be resold, rented, or leased by me within the geographical limits of the United States of America, its territories and possessions, or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease, or rental and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser's Signature	Title	Date

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

http://www.window.state.tx.us/taxinfo/taxforms/01-3391.pdf *TX Resale-Exemption Cert1.xls\TX Resale Cert P.1*

01-339 (Back) (Rev. 12-02/4)

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
San Antonio Independent School District	
Address (*Street & number, P.O. Box or Route number*)	Phone (Area code and number)
141 Lavaca Street	(210) 299-5720 FAX (210) 299-5572
City, State, ZIP code	
San Antonio, TX 78210-1095	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

_____

_____

_____

Purchaser claims this exemption for the following reason:

Independent School District - Tax Exempt Public Entity

_____

_____

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser's Signature	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Number do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

http://www.window.state.tx.us/taxinfo/taxforms/01-3392.pdf *TX Resale-Exemption Cert1.xls\TX Exemption Cert P.2*

SAF-3
(Revision 12/2004)

APP-9

San Antonio Independent School District
156 - NELSON ES

AUTHORITY TO PURCHASE GOODS AND SERVICES FROM ACTIVITY FUNDS

I request permission to purchase the following goods and/or services:

Description of goods and/or services and list of vendors

Allowable Amount Of $ _____ from _____ to _____
beginning date end date

Authorization $ Amount Limits & Other Requirements:

1. ***Staff Member making purchase at store(s): Amount cannot exceed $500 and not for more than thirty (30) days.***
2. ***Staff Member solicits vendor's quote: Copy of vendor's quote required and amount cannot exceed vendor's quoted amount.***
3. ***Campuses such as Brackenridge, Highlands, Lanier and Fox Tech that have campus stores or print centers can receive approval for an expense allowance up to $5,000 with a single vendor for a thirty (30) day period.***

From Club Account #	Club Name
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____
Request by (Sponsor or Principal) Date

_____ _____
Approved by (Principal) Date

(This Form is not required when submitting an Advance Check Request, or for payment of UIL fees, Refunds, Membership Fees or Scholarships.)

The attached P.A. is a: *(check one)* ☐ PARTIAL ☐ FULL PAYMENT

NOTE: Student Activity Funds shall not be used for the purchase of instructional supplies/materials.

Use of personal Credit Cards is prohibited for all Staff **EXCEPT** Principals.
Staff members can use a ***Debit Card.***

Distribution: __Principal __Sponsor __School Office __SAF Acctng

Authority To Purchase.xls\Auth to Purch Goods & Serv

Form-BUS-9
(Rev. 12/2004)

Appendix-15

San Antonio Independent School District
002 - BURBANK HS
1002 Edwards St.
San Antonio, TX 78204
TEL 210-532-4241 FAX 210-533-4394
--- STUDENT ACTIVITY FUND ---

Date: _____ P.A. No. _____

☐ **PAYMENT REQUEST** ☐ **ADVANCE CHECK**

SCHOOL YEAR 2004-2005

VENDOR NUMBER: _____

PAY TO:

Name of Payee: _____
Address Line 1: _____
Address Line 2: _____
City,State,Zip Code: _____

Amount: $ -

Purpose of Expenditure:

Consultant/Contracted Services? **Yes** ☐

The Internal Revenue Service requires that all payments made to consultants or to vendors for Contracted Services be reported to them on a Form-1099 Misc

Consultant/Contracted Services Social Security No. or Federal I.D. No. _____
A social security number or federal tax identification number must be provided to be able to properly report amounts paic

	INVOICE NUMBER(S)	INVOICE DATE	PAYMENT AMOUNT	Fund	Func	Club Acct	Sub Obj	Org	FY	Prog			CLUB NAME
	SAF DEPARTMENT USE ONLY												
1.				865	00		00	002		00	0	00	
2.				865	00		00	002		00	0	00	
3.				865	00		00	002		00	0	00	
4.				865	00		00	002		00	0	00	
5.				865	00		00	002		00	0	00	
6.				865	00		00	002		00	0	00	
7.				865	00		00	002		00	0	00	
8.				865	00		00	002		00	0	00	
9.				865	00		00	002		00	0	00	
10.				865	00		00	002		00	0	00	

TOTAL: $ -

FINANCE DEPARTMENT USE ONLY

Reviewed By

Approved By

Requested By:

Sponsor/Principal's Signature* Date

Authorized by Principal / Area Assoc. Superintendent Date

*Advance Check - I will submit original receipts/invoices no later than three (3) working days from the scheduled event date or activity date. In addition, I will return any unused money and obtain a cash receipt upon giving the money to the financial cl

Distribution: __Sponsor __School Office __SAF Acctng

742-SPONSOR FORMS a.xls\Pymt Req Form

San Antonio Independent School District
Student Activity Funds - STUDENT Trip Authorization Form

For Finance Office Use Only:
Reviewer/Date:
Invoice#

I EMPLOYEE INFORMATION

NAME _____ VENDOR # _____
SSN# _____ SCH/DEPT 146 LAMAR ES
DESTINATION/PURPOSE _____

Departure Date/Time _____ **Return** Date/Time _____

				Estimated Cost
II TRANSPORTATION (See Attached Instructions for State Mileage Guide)				
A. Miles		X 0.35		0.00
B. Auto/Van Rental				0.00
C. Gasoline for Rental Vehicle				0.00
III LODGING (See Attached Instructions for Out of State Lodging Rates)				
1. DAILY RATE		X NO. OF NIGHTS		0.00
2. STUDENT LODGING: NO. OF STUDENTS				
NO. ROOMS		X RATE	X NIGHTS	0.00
IV MEALS (See Attached Instructions for Out of State Meal Rates)				
A. INSTATE:				
-NO. OF FULL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
B. OUT OF STATE:				
-NO. OF FULL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
C. STUDENT MEALS				
-NO. STUDENTS		X NO. MEALS	X **$10.00**	0.00
V. Other Expenses (See Instructions for Authorized Expenses)				
A. Seminar Materials				0.00
B. Taxi				0.00
C. Parking Meter/Tolls/Bus Fares				0.00
D. _____				0.00
_____				0.00
_____				0.00
SUBTOTAL TRAVEL COST				0.00
Travel Card User Enter Y for Yes or N for No		N		
Travel Advance Requested Enter Y for Yes or N for No			Y	
Total Amount Advanced to Employee				0.00

Travel Expenses Paid Directly to Vendor

PA#	AMOUNT	PURPOSE

Budget Code:

I certify that the Travel Expenditures are in accordance with the SAISD Travel Guidelines & Policies and sufficient funds are available
Attach (1) supporting documentation for conference, and/or (2) copy of Comptroller's Lodging and Meals Rate for Out-of-State Travel.

REQUESTED BY _____ DATE _____

APPROVED BY _____ DATE _____ **BUS-1R**

San Antonio Independent School District
Faculty Trip Authorization Form

For Finance Office Use Only:
Reviewer/Date:
Invoice#

I EMPLOYEE INFORMATION

NAME _____ VENDOR # _____
SSN# _____ SCH/DEPT 135 HIGHLAND PARK ES
DESTINATION/PURPOSE _____

Departure Date/Time _____ **Return** Date/Time _____

				Estimated Cost
II TRANSPORTATION (See Attached Instructions for State Mileage Guide)				
A. Miles		X 0.35		0.00
B. Auto/Van Rental				0.00
C. Gasoline for Rental Vehicle				0.00
III LODGING (See Attached Instructions for Out of State Lodging Rates)				
1. DAILY RATE		X NO. OF NIGHTS		0.00
2. STUDENT LODGING: NO. OF STUDENTS				
NO. ROOMS		X RATE	X NIGHTS	0.00
IV MEALS (See Attached Instructions for Out of State Meal Rates)				
A. INSTATE:				
-NO. OF FULL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
B. OUT OF STATE:				
-NO. OF FULL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
C. STUDENT MEALS				
-NO. STUDENTS		X NO. MEALS	X $10.00	0.00
V. Other Expenses (See Instructions for Authorized Expenses)				
A. Seminar Materials				0.00
B. Taxi				0.00
C. Parking Meter/Tolls/Bus Fares				0.00
D. _____				0.00
_____				0.00
_____				0.00
SUBTOTAL TRAVEL COST				0.00
Travel Card User Enter Y for Yes or N for No		N		
Travel Advance Requested Enter Y for Yes or N for No			Y	
Total Amount Advanced to Employee				0.00

Travel Expenses Paid Directly to Vendor		
PA#	AMOUNT	PURPOSE

Budget Code:

I certify that the Travel Expenditures are in accordance with the SAISD Travel Guidelines & Policies and sufficient funds are available
Attach (1) supporting documentation for conference, and/or (2) copy of Comptroller's Lodging and Meals Rate for Out-of-State Travel.

REQUESTED BY _____ DATE _____

APPROVED BY _____ DATE _____ **BUS-1R**

INSTRUCTIONS FOR TRIP AUTHORIZATION FORM

REQUEST FOR ADVANCE: A completed and approved Trip Authorization Form (BUS-1R) must be submitted to the Finance Office at least **fifteen (15)** working days prior to the scheduled departure date. **Note:** Authorized Purchase Card Holders will not be provided a Travel Advance. Purchase Card must be used for allowable expenses incurred during authorized/approved Travel. Purchase Card Holders are still required to complete a Trip Authorization Form (BUS-1R)

AIRLINE TICKETS: It is preferable that reservations are made through the District Travel Agency. If District Travel Agency is used you must bring an approved **copy** of your BUS-1R authorizing the trip for which tickets are to be used. An AB-17 to purchase Airline Tickets must be provided to the Finance Dept. in order to pick up tickets. Cost of tickets and PO# are to be documented as an information item on lower left hand corner of your BUS-1R. Do not include this expense in your advance request.

REGISTRATION FEES Prepaid Registration Fees should be submitted on a separate AB-17. You will need to include a copy of your approved BUS-1R and support documentation (copies of brochures or conference announcements, etc). Registration Fees and PO# are to be documented as an information item on lower left hand corner of your BUS-1R. Do not include expense in your advance request. If Registration Fees are not prepaid they are to be included in Section V, item D of your BUS-1R.

MILEAGE REIMBURSEMENT Section II (Transportation cost) of your Trip Authorization Form is completed by accessing the State Mileage Guide via a link on the SAISD home page. Once you have accessed this site, it will calculate the allowable mileage to your destination. To calculate the allowable round trip mileage you will need to include your departure city, destination city and your return destination. You will need to record the total mileage on line 13 column c. The allowable reimbursement amount is calculated and recorded for you on the screen. Print a copy of the allowable mileage and attach it to the Trip Authorization Form (BUS-1R) for audit purposes.

LODGING Section III (Lodging) of your Trip Authorization Form should reflect your actual allowable lodging expenses (actual lodging expense is limited to room cost and applicable taxes). Hotel expenses for in-state travel should not include State Hotel Occupancy Taxes. Federal Funds for in-state travel are restricted to $70.00/day per person. Local funds are to be used for any amount in excess of $70.00. For out-of-state travel you will need to calculate your allowable lodging rate based on State Guidelines. These rates will vary based on your destination. To determine Lodging Rates use the SAISD Home page link to Comptrollers "Out of State Meals & Lodging" web site. Once you access the site you will need to click on the applicable State for your destination and find the allowable rate for your destination city. If your destination city is not listed you will use the Median Rate for that State. When the allowable rate is determined you will record these amounts on line 20 column C. After you have recorded your allowable Lodging Rate you will need to record the total number of nights you will be at that destination. The allowable advance amount is calculated and recorded for you on screen. Print a copy of the allowable Lodging Rate and attach it to the Trip Authorization Form (BUS-1R) for audit purposes.

MEALS Section IV (Meals) of your Trip Authorization Form should reflect your actual costs in accordance with the allowable daily per diem. Your allowable per diem is based on your departure and arrival times. The in-state daily per diem rate is $25.00, with no receipts required. You will need to record the number of full days you will be out of the San Antonio Metropolitan Area on line 27 column D. Line 29 and 30 are to document your allowable meal expense for your departure and return date. Reference your Travel Guidelines for allowable

MEALS (cont.)

per diem rates on breakfast, lunch and dinner. For out-of-state travel you will need to calculate your allowable Meal Rates based on State Guidelines. These rates will vary based on your destination. To determine Meal Rates use the SAISD Home page link to Comptrollers "Out of State Meals & Lodging " web site. Once you access the site you will need to click on the applicable State for your destination and find the allowable rate for your destination city. If your destination city is not listed, you will use the Median Rate for that State. When the allowable Meal Rate is determined, you will record the amount on line 33 column F. For partial days you will need to reference your Travel Guideline for the percentage of allowable Meal Rate to be allocated to each meal. These amounts will be recorded on lines 35 and 36 column F. The allowable advance amount is calculated and recorded for you on the screen. Print a copy of the allowable Meal Rate and attach it to the Trip Authorization Form for audit purposes.

REQUEST FOR REIMBURSEMENT (ADVANCE ISSUED)

Within five calendar days after returning from your trip you must complete a Travel Worksheet. A second AB-17 should not be submitted when an employee is due any additional reimbursement. Both a copy of the approved Trip Authorization Form and a completed Travel Worksheet with receipts attached, must be submitted to the Finance Office. If a refund is due to the traveler, a check will be sent from Accounts Payable. If a balance is due to the District, attach a check made payable to S.A.I.S.D. for the exact amount due. Do not send cash through the pony.

REQUEST FOR REIMBURSEMENT (NO ADVANCE ISSUED AND/OR PURCHASE CARD USED)

A completed and approved reimbursement request should be submitted to the Finance Office within five (5) calendar days from return of trip. In addition to completing an AB-17, the employee must complete and attached a Travel Worksheet noting actual expenses. Sections I through V of the Trip Authorization Form must also be completed and the information transferred to the Travel Worksheet. All original receipts, Trip Authorization Form (with sections I through V completed and back-up attached) and any support documentation (copies of brochures or announcements of conference, etc) should be attached to the completed Travel Worksheet. A check will be sent for the reimbursement amount by the Accounts Payable Office to the traveler.

12-302
(Rev.8-03/14)

TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

CLEAR FORM

CAROLE KEETON STRAYHORN • TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

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 (state, city, and county tax exemption).** Includes US government agencies and its employees traveling on official business, Texas 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 (state tax exemption only).** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community 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 Required.**

Name of exempt organization	Organization exempt status *(Religious, charitable, educational, governmental)*
Address of exempt organization *(Street and number, city, state, ZIP code)*	

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

sign here ▶ Guest name *(Please print)*	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 Ch. 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.

To receive verification or to apply for exemption, please contact a hotel tax specialist toll free at 1-800-252-1385 or in Austin at 512/463-4600. From a Telecommunications Device for the Deaf (TDD), call 1-800-248-4099 or in Austin 512/463-4621.

You may also visit us online at http://www.window.state.tx.us/taxinfo/exempt/. Receive tax help via e-mail at exempt.orgs@cpa.state.tx.us.

APPLICATION FOR EXEMPTION — EDUCATIONAL ORGANIZATION

CAROLE KEETON STRAYHORN - TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Nonprofit educational organizations should use this application to request exemption from Texas sales, franchise, and hotel occupancy taxes.

The exemption for educational organizations is provided for in Sections 151.310, 156.102 and 171.061 of the Texas Tax Code, and more detailed information can be found in Comptroller's Rules 3.322, 3.161, and 3.541.

Texas tax law provides an exemption from **sales** taxes on goods and services purchased for use by organizations qualifying for an exemption under Section 501(c)(3), (4), (8), (10), or (19), Internal Revenue Code (IRC). Texas law also provides an exemption from **franchise** taxes for corporations exempted from the federal income tax under IRC Section 501(c)(2),(3), (4), (5), (6), (7), (8), (10), (16), (19) or (25).

If your organization has been granted federal tax exemption under one of the qualifying sections listed above, your organization will be granted an exemption from Texas sales tax, or sales and franchise tax, on the basis of the Internal Revenue Service (IRS) exemption, as required by state law.

Organizations that qualify for exemption *based on a federal tax exemption* are not exempt from hotel occupancy tax because the hotel occupancy tax law does not recognize any federal exemptions.

An organization that qualifies for exemption *as an educational organization*, may also qualify for exemption from hotel occupancy tax. To receive a state tax exemption as an educational organization, a nonprofit educational organization must be devoted solely to systematic instruction (particularly in the commonly accepted arts, sciences, and vocations) with a regularly scheduled curriculum, faculty and an enrolled student body or students in attendance at a place where the educational activities are regularly conducted. An educational organization can also qualify if its activities consist solely of public groups, forums, panels, lectures, or other similar programs, and the presentations provide instruction in the commonly accepted arts, sciences, and vocations.

Remember that exempt organizations are required to collect tax on most of their sales of taxable items. See *Exempt Organizations - Sales and Purchases*, 96-122.

The Texas Statutes are on-line at: http://www.capitol.state.tx.us/statutes/statutes.html

Send the completed application along with all required documentation to:

Comptroller of Public Accounts
Exempt Organizations Section
P.O. Box 13528
Austin, Texas 78711-3528

We will contact you within 10 working days after receipt of your application to let you know the status of your application. We may require an organization to furnish additional information to establish the claimed exemption. After a review of the material, we will inform the organization in writing if it qualifies for exemption. The comptroller or an authorized representative of the comptroller may audit the records of an organization at any time during regular business hours to verify the validity of the organization's exempt status.

If you have questions or need more information, contact our Tax Assistance staff at 1-800-252-5555 or, in Austin, call 463-4600.

***You have certain rights** under Ch. 559, Government Code, to review, request, and correct information we have on file about you. Contact us at the address or toll-free number listed on this form.*

AP-207-1 (Rev 10-03/2)

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
TRAVEL WORKSHEET

FINANCE NETWORK USE
DATE RECEIVED
AUDITED BY

NAME **DEPARTURE** DATE/TIME **VENDOR #**

SOCIAL SECURITY # **RETURN** DATE/TIME **PO #**

DESTINATION **PURPOSE** **SCHOOL/DEPT**

DATE	MEAL RATE ALLOWED	LODGING	AIR FARE	PARKING TAXIS/ BUSES/TOLLS	MILEAGE CAR/VAN RENTAL/GAS	OTHER EXPENSES AMOUNT	OTHER EXPENSES DESCRIPTION	TOTAL EXPENSES PER DAY
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
SUB TOTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00
ADV/PREPAID								0.00
P CARD								0.00
DUE TO EMP.	0.00	0.00	0.00	0.00	0.00	0.00		0.00
FROM EMP.	0.00	0.00	0.00	0.00	0.00	0.00		0.00

RECEIPTS:

1) All expenses whether paid by cash or credit card, shall be evidenced by proper receipts. Travelers may include expenses for which no receipts were obtainable (such as parking meters and bus fare) not to exceed $10.00 per destination. Receipts are required for shuttles and taxi's. A description must be included for other expenses **Reminder, meals are paid on a daily per diem, no receipts are required.**

Travel Guidelines

MEALS ALLOWED	DEPARTURE ON OR BEFORE	RETURN TIME AFTER
BREAKFAST	7:00 AM	8:00AM
LUNCH	11:00AM	1:00PM
DINNER	6:30PM	7:30PM

BUDGET CODE:

SUBMITTED BY/DATE

APPROVED BY/DATE

I certify that the Travel Expenditures are in accordance with the SAISD Travel Guidelines & Policies and Sufficient Funds are available

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
TRAVEL WORKSHEET

FINANCE NETWORK USE
DATE RECEIVED
AUDITED BY

NAME **DEPARTURE** DATE/TIME **VENDOR #**

SOCIAL SECURITY # **RETURN** DATE/TIME **PO #**

DESTINATION **PURPOSE** **SCHOOL/DEPT**

DATE	MEAL RATE ALLOWED	LODGING	AIR FARE	PARKING TAXIS/ BUSES/TOLLS	MILEAGE CAR/VAN RENTAL/GAS	OTHER EXPENSES AMOUNT	OTHER EXPENSES DESCRIPTION	TOTAL EXPENSES PER DAY
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
SUB TOTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00
ADV/PREPAID								0.00
P CARD								0.00
DUE TO EMP.	0.00	0.00	0.00	0.00	0.00	0.00		0.00
FROM EMP.	0.00	0.00	0.00	0.00	0.00	0.00		0.00

RECEIPTS:

1) All expenses whether paid by cash or credit card, shall be evidenced by proper receipts. Travelers may include expenses for which no receipts were obtainable (such as parking meters and bus fare) not to exceed $10.00 per destination. Receipts are required for shuttles and taxi's. A description must be included for other expenses **Reminder, meals are paid on a daily per diem, no receipts are required.**

Travel Guidelines

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BREAKFAST	7:00 AM	8:00AM
LUNCH	11:00AM	1:00PM
DINNER	6:30PM	7:30PM

BUDGET CODE:

SUBMITTED BY/DATE

APPROVED BY/DATE

I certify that the Travel Expenditures are in accordance with the SAISD Travel Guidelines & Policies and Sufficient Funds are available

BUS-9
(Rev. 12/2004)

App-17

San Antonio Independent School District

042 - COOPER MS

1700 Tampico
San Antonio, TX 78207
TEL 210-223-9031 FAX 210-223-9598
--- *STUDENT ACTIVITY FUND* ---

Date: _____ P.A. No. [ ]

☐ **PAYMENT REQUEST** ☐ **ADVANCE CHECK**

SCHOOL YEAR 2004-2005

VENDOR NUMBER: _____

PAY TO:

Name of Payee: _____
Address Line 1: _____
Address Line 2: _____
City,State,Zip Code: _____

Amount: $ -

Purpose of Expenditure:
Type purpose of expenditure

Consultant/Contracted Services? **Yes** ☐

The Internal Revenue Service requires that all payments made to consultants or to vendors for Contracted Services be reported to them on a Form-1099 Misc

Consultant/Contracted Services Social Security No. or Federal I.D. No. _____
A social security number or federal tax identification number must be provided to be able to properly report amounts paic

	INVOICE NUMBER(S)	INVOICE DATE	PAYMENT AMOUNT	Fund	Func	Club Acct	Sub Obj	Org	FY	Prog			CLUB NAME
	SAF DEPARTMENT USE ONLY												
1.				865	00		00	042		00	0	00	
2.				865	00		00	042		00	0	00	
3.				865	00		00	042		00	0	00	
4.				865	00		00	042		00	0	00	
5.				865	00		00	042		00	0	00	
6.				865	00		00	042		00	0	00	
7.				865	00		00	042		00	0	00	
8.				865	00		00	042		00	0	00	
9.				865	00		00	042		00	0	00	
10.				865	00		00	042		00	0	00	

TOTAL: $ -

FINANCE DEPARTMENT USE ONLY

Reviewed By

Approved By

Requested By:

Sponsor/Principal's Signature* Date

Authorized by Principal / Area Assoc. Superintendent Date

*Advance Check - I will submit original receipts/invoices no later than three (3) working days from the scheduled event date or activity date. In addition, I will return any unused money and obtain a cash receipt upon giving the money to the financial clerk.

Distribution: __Sponsor __School Office __SAF Acctng

Payment Request~Advance Check Form.xls\Pymt Req Form

BUS-9 Atch
(Rev. 12/2004)

San Antonio Independent School District

150 - MAVERICK ES

107 Raleigh St.
San Antonio, TX 78201
TEL 210-735-5461 FAX 210-735-2444
- - - STUDENT ACTIVITY FUND - - -

REQUEST FOR REIMBURSEMENT / RECEIPT ATTACHMENT SHEET

SCHOOL YEAR 2004-2005

Total Number of Receipts Attached (On All Pages):	_____
Total Amount of Receipts Attached (On All Pages):	_____
Less Identifiable Sales Taxes:	(_____)
Total Request for Reimbursement:	**$ -**

Distribution: __School Office __SAF Acctng PAGE __1__ OF _____

Payment Request~Advance Check Form.xls\Reimb Req P.1

BUS-9 Atch
(Rev. 12/2004)

App-17

San Antonio Independent School District

150 - MAVERICK ES

107 Raleigh St.
San Antonio, TX 78201
TEL 210-735-5461 FAX 210-735-2444
- - - STUDENT ACTIVITY FUND - - -

REQUEST FOR REIMBURSEMENT / RECEIPT ATTACHMENT SHEET

SCHOOL YEAR 2004-2005

Distribution: __School Office __SAF Acctng PAGE _____ OF _____

Payment Request~Advance Check Form.xls\Reimb Req P.2

Form **W-9**
(Rev. January 2003)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ► ..... ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number
___ ___ ___ – ___ ___ – ___ ___ ___ ___

or

Employer identification number
___ ___ – ___ ___ ___ ___ ___ ___ ___

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ► Date ►

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Cat. No. 10231X Form **W-9** (Rev. 1-2003)

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% **after** December 31, 2003; 28% **after** December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under **4** above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);

2. The United States or any of its agencies or instrumentalities;

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or

5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;

7. A foreign central bank of issue;

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;

10. A real estate investment trust;

11. An entity registered at all times during the tax year under the Investment Company Act of 1940;

12. A common trust fund operated by a bank under section 584(a);

13. A financial institution;

14. A middleman known in the investment community as a nominee or custodian; or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15.**

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for **9**
Broker transactions	Exempt recipients **1** through **13.** Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients **1** through **5**
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients **1** through **7** [2]

[1] See **Form 1099-MISC,** Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: *See the chart on page 4 for further clarification of name and TIN combinations.*

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5,** Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at **www.ssa.gov/online/ss5.html**. You may also get this form by calling 1-800-772-1213. Use **Form W-7,** Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4,** Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at **www.irs.gov**.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: *Writing "Applied For" means that you have already applied for a TIN* **or** *that you intend to apply for one soon.*

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in **1** through **5** below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item **2** in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item **2** of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

1/20/2005 1:22 PM

San Antonio Independent School District

742-FINANCE DEPARTMENT

P.A. LOG

FOR SCHOOL YEAR 2004-2005

SUBTOTAL $ 64,861.92

P.A. NUMBER		P.A. DATE	CLUB ACCT	VENDOR/PAYEE NAME	REFERENCE/ ADVANCE CHK #	PAYMENT AMOUNT	INTLS
742-	001	8/30/2004	2355	Alamo Association of Student Councils	Fee for Banquet	60.00	gnh
742-	002	8/30/2004	2161	H.E.B.	Food Sales	6.60	gnh
742-	003	9/1/2004	2344	Chris Castro	Reimb. Football Bash	77.40	gnh
742-	004	9/7/2004	2143	Travis Wholesale Florist	Flowers-Cockrelll	49.41	gnh
742-	005	9/7/2004	2143	Riverwalk Floral Desighn	Flowers-Cockrelll	45.00	gnh
742-	006	9/3/2004	2355	Jennifer Bessonette	Reimb. Film/Development	18.94	gnh
742-	007	9/8/2004	2133	SAISD Accounting Department	Security-bank boosters	1,362.01	gnh
742-	008	9/8/2004	2161	Logo Pro	Spirit Items	432.00	gnh
742-	009	9/8/2004	2344	Debra Ann Rodriguez	Partical Scholarship	190.00	gnh
742-	010	9/8/2004	2212	Morris Flamingo	Students Supplies	1,943.69	gnh
742-	011	9/13/2004	2161	ACI Manufactor	Sticker/Mum Supplies	183.26	gnh
742-	012	9/13/2004	2396	Fundraisers, Etc.Inc	Rice Krispies	360.00	gnh
742-	013	9/13/2004	2355	Alamo Association of Student Councils	Fee for Fall Meeting	450.00	gnh
742-	014	9/13/2004	2212	Texas Cosmetology Commission	Student Permits	600.00	gnh
742-	015	9/13/2004	2212	Armstrong-McCall Co	Old Invoice	28.19	gnh
742-	016	9/13/2004	2166	Becky Fritz	Reimb. Supplies-booth	22.29	gnh
742-	017	9/13/2004	2166	Texas Business Products/Schoolmart	Butcher paper/paint	74.71	gnh
742-	018	9/15/2004	2314	Varsity	Dance & Cheer Unifroms	2,000.00	gnh
742-	019	9/16/2004	2143	H.E.B.	Dies Y Seis Celebration	41.92	gnh
742-	020	9/17/2004	2161	Logo Pro	Imprinted Socks	140.40	gnh
742-	021	9/17/2004	2161	Reyna's	Car Wash Supplies	32.67	gnh
742-	022	9/17/2004	2161	HEB	Food Sales Supplies	99.41	gnh
742-	023	9/17/2004	2307	Zoro Sportsware	T-Shirts	400.50	gnh
742-	024	9/20/2004	2454	Logo Pro Sportsware	T-Shirts - Volleyball	386.95	gnh
742-	025	9/20/2004	2266	Stacy Scott c/o Southwest H. S.	Fall Symposium	95.00	gnh
742-	026	9/22/2004	2212	Elena Ponce	Supplies for Students	97.50	gnh
742-	027	9/22/2004	2212	Texas Cosmetology Commission	Student Permits	100.00	gnh
742-	028	9/23/2004	2271	Clear Lake High School JROTC	Competition Fee	30.00	gnh
742-	029	9/23/2004	2149	Damian Sanchez	Refund-Lost Book	52.23	gnh
742-	030	9/23/2004	2461	Patrick L. Harvey	Reimb-Plaque	32.00	gnh
742-	031	9/23/2004	2149	Barbra Ramirez	Refund-Lost Book	45.00	gnh
742-	032	9/23/2004	2149	Jose Villasenor	Refund-Lost Book	52.23	gnh
742-	033	9/27/2004	2462	Logo Pro	T-Shirts & Mesh Shorts	732.00	gnh
742-	034	9/28/2004	2212	District XI Stacy Scott-Southwest H S	Fees-Fall Leadership	120.00	gnh
742-	035	9/29/2004	2385	N & S Enterprises	Shirts, batteries, cameras	593.96	gnh
742-	036	9/29/2004	2385	Olympic Trophy Center	Apparel Purchases	331.83	gnh
742-	037	9/29/2004	2385	SanMar Corp	Denim & Twill Shirts	576.33	gnh
742-	038	9/29/2004	2385	Zoro Sportsware	Embroidery & SC Shirts	231.90	gnh
742-	039	9/29/2004	2166	Logo Pro	Sophomore T-Shirts	387.60	gnh
742-	040	9/29/2004	2133	HEB	Chem Bridge Refreshments	30.69	gnh

742-All Logs.xls\P.A. LOG 1 OF 50

1/20/2005 1:24 PM

San Antonio Independent School District

742-FINANCE DEPARTMENT

IMMEDIATE NEED CHECK LOG

FOR SCHOOL YEAR 2004-2005

CHECK NUMBER	CHECK DATE	CLUB ACCOUNT	VENDOR/PAYEE NAME	REFERENCE	CHECK AMOUNT	INTLS

742-All Logs.xls\Immediate Need Chk Log 1 OF 3

BUS-9a (Rev. 05/2004)

San Antonio Independent School District

053-PAGE MIDDLE SCHOOL

401 Berkshire Ave.
San Antonio, TX 78210
(210) 533-7331 FAX (210) 533-7369
- - - STUDENT ACTIVITY FUND - - -

Date: _____ P.A. No. [ ]

IMMEDIATE NEED PAYMENT REQUEST FORM

SCHOOL YEAR 2004-2005

Check Number: [ ] Check Date: [ ]

Club Account: [ ] Club Name: _____

Club Account: [ ] Club Name: _____

VENDOR NUMBER: _____

PAY TO:

Name of Payee: _____ **Amount:** [ ]

Address Line 1: _____

Address Line 2: _____

City,State,Zip Code: _____

Purpose of Expenditure: _____

_____

Consultant/Contracted Services? Yes [ ] *The Internal Revenue Service requires that all payments made to consultants or to vendors for Contracted Services be reported to them on a Form-1099 Misc.*

Consultant/Contracted Services Social Security No. or Federal I.D. No. _____
A social security number or federal tax identification number must be provided to be able to properly report amounts paid.

Requested by: _____

Signature Date Authorized by Date

(NOTE: CAN NOT USE FOR TEACHER RELATED ACCOUNTS.)

Distribution: SAF Accounting; Sponsor; School Office

SAF-8 (Rev. 06/2004) 1/21/2005 11:31 AM

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
053 - PAGE MIDDLE SCHOOL

- - - REQUEST TO REPLENISH IMMEDIATE NEED CHECKS - - -

DATE OF REQUEST: _____

Campus: **Page Middle School** Number: **053**

Number of Checks On-Hand _____

Number of Checks Requested: _____

TOTAL: **0** *(Total maximum can not exceed 10 checks)*

_____ _____
Principal's Signature Date

_____ _____
Area Superintendent's Signature Date

For Student Activity Funds Accounting Department Use Only

Date Checks Picked-up: _____

Check Numbers
Issued by SAF Acccounting: _____ _____
_____ _____
_____ _____
_____ _____
_____ _____

PICKED-UP BY

Print Name: _____

Sign Name: _____

SAF Accouting	1. Make copy give to person picking up checks 2. File original form

053-Immed Need Chk Log.xls\SAF-8

BUS-6
(Rev. 06/2004)

Operating Fund Log.xls\BUS-6

San Antonio Independent School District

175-Woodlawn Elementary School

SCHOOL ACTIVITY OPERATING FUND

DATE: _____ REFERENCE NO.: _____
(For Budget Office Only)

DEBITS

Fund.	Fnc.	Obj. Code	Sub Obj	Org. No.	F Y	N/A	N/A	N/A	Description	Check Amount
461	00	5755	00	175		00	0	00	Activity Revenue Receipts	
461	00	5755	00	175		00	0	00	Activity Revenue Receipts	

Total Revenue (Debits) **$ 0.00**

INCREASE TO BUDGET **CREDITS**

Fund.	Fnc.	Obj. Code	Sub Obj	Org. No.	F Y	Pgm. Code	N/A	Proj. Det.	Description	Amount
461	11	6249	00	175		11	0	00	Repairs to Equipment	
461	11	6321	00	175		11	0	00	Text Books	
461	11	6399	00	175		11	0	00	Teaching Supplies	
461	11	6399	01	175		11	0	00	Copier Supplies	
461	11	6494	00	175		11	0	00	Student Field Trips	
461	11	6649	00	175		11	0	00	Classroom Furniture / Equipment	
461	12	6325	00	175		99	0	00	Magazines & Periodicals	
461	12	6329	00	175		99	0	00	Library Books / Films	
461	12	6399	00	175		99	0	00	Library Supplies	
461	23	6399	00	175		99	0	00	Office Supplies	
461	23	6411	00	175		99	0	00	Travel & Subsistence	
461	23	6649	00	175		99	0	00	Office Furniture / Equipment	
461	36	6494	00	175		99	0	00	Student Transportation Extracurr.	
									(Other)	

TOTAL BUDGET (CREDITS) **$ 0.00**

Woodlawn Elem School 175
Organization's Name and Number

Principal / Dept. Head's Signature

Approved By Planning & Budget

Distribution: 2-Copies to Budget Office
2-Copies to SAF Accounting Campus Copy

BUS-9
(Rev. 12/2004)

SAISD

San Antonio Independent School District
150 - MAVERICK ES
107 Raleigh St.
San Antonio, TX 78201
TEL 210-735-5461 FAX 210-735-2444
--- STUDENT ACTIVITY FUND ---

Date: _____ P.A. No. [ ]

[ ] **PAYMENT REQUEST** [ ] **ADVANCE CHECK**

SCHOOL YEAR 2004-2005

VENDOR NUMBER: 65209

PAY TO:

Name of Payee: SAISD ACCOUNTING
Address Line 1: 141 Lavaca Street
Address Line 2:
City,State,Zip Code: San Antonio, TX 78210

Amount: $ -

Purpose of Expenditure:
Transfer funds to fund 461 for payment of lost/missing textbooks.

Consultant/Contracted Services? **Yes** [ ]

The Internal Revenue Service requires that all payments made to consultants or to vendors for Contracted Services be reported to them on a Form-1099 Misc

Consultant/Contracted Services Social Security No. or Federal I.D. No. _____
A social security number or federal tax identification number must be provided to be able to properly report amounts paic

	INVOICE NUMBER(S)	INVOICE DATE	PAYMENT AMOUNT	Fund	Func	Club Acct	Sub Obj	Org	FY	Prog			CLUB NAME
	SAF DEPARTMENT USE ONLY												
1.				865	00		00	150		00	0	00	
2.				865	00		00	150		00	0	00	
3.				865	00		00	150		00	0	00	
4.				865	00		00	150		00	0	00	
5.				865	00		00	150		00	0	00	
6.				865	00		00	150		00	0	00	
7.				865	00		00	150		00	0	00	
8.				865	00		00	150		00	0	00	
9.				865	00		00	150		00	0	00	
10.				865	00		00	150		00	0	00	

TOTAL: $ -

FINANCE DEPARTMENT USE ONLY

Reviewed By

Approved By

Requested By:

Sponsor/Principal's Signature* Date

Authorized by Principal / Area Assoc. Superintendent Date

**Advance Check* - I will submit original receipts/invoices no later than three (3) working days from the scheduled event date or activity date. In addition, I will return any unused money and obtain a cash receipt upon giving the money to the financial clerk.*

Distribution: __Sponsor __School Office __SAF Acctng

Payment Request~Advance Check Form.xls\Pymt Req Form

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
Instructions for Transfer of Funds to 461 for
TEXTBOOKS

REQUIRED FORMS:

Textbook Form [TB-4] from Textbook Dept.
BUS-6 [School Activity Operating Fund Transfer]
P.A. [BUS-9] Student Activity Fund Payment Authorization Form
AB-17 (Payment Request Form)

INSTRUCTIONS:

1. Complete a BUS-6, School Activity Operating Fund Transfer Form, to move appropriate funds to fund 461 for lost/missing textbooks.

2. Attach copy of completed Textbook Form TB-4 to BUS-6, School Activity Operating Fund Transfer Form.

3. Prepare a BUS-9, Payment Authorization Form, to charge the appropriate club for the lost/missing textbook.

4. Attach a copy of the Textbook Form TB-4 and the BUS-6, School Activity Operating Fund Transfer Form to the BUS-9, Payment Authorization.

5. Next prepare a AB-17, Payment Request, and attach a copy of the Textbook Form TB-4, a copy of the School Activity Operating Fund Transfer BUS-6 and a copy of the Payment Authorization Form BUS-9.

Send all of this to the Student Activity Fund Department for processing.

Operating Fund Log.xls\Textbook Pymt Instructions 1/21/2005 4:03 PM

San Antonio Independent School District
006 - HOUSTON HS
4635 E. Houston St.
San Antonio, TX 78220
210-661-4134 FAX 210-666-2915
--- *STUDENT ACTIVITY FUND* ---

RETURNED CHECK NOTICE

SCHOOL YEAR 2004-2005

TO: _____

Check Number: _____
Check Date: 12/8/2004
Returned Check Amount: $ -
Returned Check Fee: 25.00
Total Amount Due: $ 25.00

RETURN CHECK AMOUNT	865	00		000	006	5	00000	$ -
RETURN CHECK FEE	865	00	2196	000	000	5	00000	$ 25.00

Date of Notice: _____

The above check has been returned to the San Antonio Independent School District. The amount due is $ 25.00 payable by **Cash, Money Order or Cashier's Check.**

Payment is required within 10 business days from date of this notice.

Payment via money order or cashier's check made payable to *San Antonio Independent School District,* must be delivered to the campus bookkeeper/secretary between 8:00 AM and 3:30 PM Monday through Friday at:

HOUSTON HS
4635 E. Houston St.
San Antonio, TX 78220

Bookkeeper: 210-661-4134

Attach this form to your payment. Thank You.

Distribution: __*Sponsor* __*School Office*

Returned Check Notice

San Antonio Independent School District
006 - HOUSTON HS
4635 E. Houston St.
San Antonio, TX 78220
210-661-4134 FAX 210-666-2915
--- *STUDENT ACTIVITY FUND* ---

Final Notice of Returned Check

SCHOOL YEAR 2004-2005

TO: _____
_____
_____
_____

Check Number: _____
Check Date:
Returned Check Amount:
Returned Check Fee: 25.00
Total Amount Due: $ 25.00

RETURN CHECK AMOUNT	865	00		000	006	5	00000	$	-
RETURN CHECK FEE	865	00	2196	000	000	5	00000	$	25.00

Date of Notice: _____

The above check has been returned to the San Antonio Independent School District. The amount due is $ 25.00 payable by **Cash, Money Order or Cashier's Check.**

Failure to provide payment in full in the above amount will result in the check being forwarded to the *Bexar County District Attorney* for collection and related actions.

Payment is required within 10 business days from date of this notice.

Payment via money order or cashier's check made payable to *San Antonio Independent School District,* must be delivered to the campus bookkeeper/secretary between 8:00 AM and 3:30 PM Monday through Friday at:

HOUSTON HS
4635 E. Houston St.
San Antonio, TX 78220

Bookkeeper: 210-661-4134

Attach this form to your payment. Thank You.

Distribution: __Sponsor __School Office

Final Notice

1/20/2005 1:27 PM

San Antonio Independent School District

742-FINANCE DEPARTMENT

RETURNED CHECK LOG

FOR SCHOOL YEAR 2004-2005

ORIGINAL CASH RECEIPT #	BANK RETURN DATE	CLUB ACCT	CLUB NAME	REFERENCE	AMOUNT DUE	AMOUNT COLLECTED	Repaid YES/NO	DATE REPAID	REDEPOSIT CASH RECEIPT #	INTLS

742-All Logs.xls\Return Chk Log

1 OF 2

SAF-4 (08/12/2004)

San Antonio Independent School District

002 - BURBANK HS

STUDENT ACTIVITY FUND

REQUEST FOR INTERFUND TRANSFER (JOURNAL ENTRY)

SAF ACCTG JOURNAL NO: _____

DATE: _____ **SAF MONTH/YR POST:** _____

Transfer From Amount (+)	Transfer To Amount (-)	Fund	Fn	Club Acct	Sub Obj	Org	Fy Yr	Prog Area	Ed Sp	Proj Det	Club Name
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
		865	00		00	005		00	0	00	
0.00	0.00										

THE REASON FOR THIS TRANSFER

APPROVAL BY SPONSOR DATE:	APPROVAL BY PRINCIPAL DATE:

Distribution: SAF Acctg and School Office

742-SPONSOR FORMS.xls\Interfund Trfr Form

SAF-4a (08/12/2004)

San Antonio Independent School District

003 - EDISON HS

STUDENT ACTIVITY FUND

REQUEST FOR INTERFUND TRANSFER BETWEEN CAMPUSES (JOURNAL ENTRY)

SAF ACCTG JOURNAL NO: _____

DATE: _____ **SAF MONTH/YR POST:** _____

Transfer From Amount (+)	Transfer To Amount (-)	Fund	Fn	Club Acct	Sub Obj	Org	Fy Yr	Prog Area	Ed Sp	Proj Det	Club Name
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
		865	00		00			00	0	00	
0.00	0.00										

THE REASON FOR THIS TRANSFER

APPROVAL BY SPONSOR DATE:	APPROVAL BY PRINCIPAL DATE:

Distribution: SAF Acctg and School Office

742-SPONSOR FORMS a.xls\Interfund Trfr Between Campuses

SAF-2 (Rev. 06/2004)

San Antonio Independent School District
005-HIGHLANDS HIGH SCHOOL

STUDENT ACTIVITY FUNDRAISER

SALES TABULATION OF MONIES COLLECTED

This form shall list the names from whom monies were received and the amount of monies that each submitted.

Activity Involving Receipt of Money: _____

Club Account(s) _____ **Club Name(s)** _____

_____ _____

	Student's Name	Amount Collected		Student's Name	Amount Collected
1.			24.		
2.			25.		
3.			26.		
4.			27.		
5.			28.		
6.			29.		
7.			30.		
8.			31.		
9.			32.		
10.			33.		
11.			34.		
12.			35.		
13.			36.		
14.			37.		
15.			38.		
16.			39.		
17.			40.		
18.			41.		
19.			42.		
20.			43.		
21.			44.		
22.			45.		
23.			46.		

TOTAL COLLECTED: **$** 0.00

_____ _____ _____

Teacher's/Collector's Signature | Date | Cash Receipt Number

Distribution: School Sponsor Internal Audit Dept.
Finance Dept.

742-SPONSOR FORMS a.xls\Sales Tabulation-Optional

Approved Fundraising Companies
2004-2005

APP-30

Date Approved by Finance Dept.	Company	Contact Person	Address	City	State	Zip	Phone #	Cell
11/8/2002	Abundant Life Expression	John Sanco	1211 Triplett	SA	TX	78216	210-496-1006	
10/15/2003	ABITIBI Consolidated (Paper Recycling)	Lisa Dickson	5008 Space Center Drive	SA	TX	78218	210-662-7446	
9/10/2002	ACI Distributing & Manufacturing	Michael Landers	8821 McCart Ave.	Fort Worth	TX	76133	817-370-9515	
10/11/2002	Adventureland Book Fairs	Steve Sobieski	4550 S. Wayside, Ste. 100	Houston	TX	77087	713-644-1177	
8/13/2002	Alamo Tees & Advertising	Rebecca Touchstone	12814 Cogburn Ave.	SA	TX	78249	210-699-3800	
9/15/2003	Alamo Silkscreen & Designs	Robert Fernandez	5935 Culebra	SA	TX	78238	210-521-7506	
10/15/2003	All American Fundraising	Anita Williams & Jerry A. Lozano	2755 River Road Drive	Waterloo	NE	68069	800-228-9028 (Anita W.) 210-736-0556 (Jerry L.)	210-288-9819 (J)
10/21/2002	IFS - America's Lemonade Stand	Maurice Jeanisse					210-488-5959	
9/17/2002	American Concepts	Art Blackman & Gail Gazdag	(Art Blackman) 8534 Quail Wood & (Gail Gazdag) 306 Summertime	SA	TX	78250 & 78216	(Art) 210-834-8208 & (Gail) 210-601-4801	
9/10/2002	American Publishers Inc.	Keith Erickson	208 Old Lancaster	Devon	PA	19333	800-220-1249 ext. 3	
10/20/2004	Anderson's School Spirit	Jan Peterson	P.O. Box 1151	Minneapolis	MN	55440	800-328-9650	
10/14/2004	Andrick's Candles	Andrea Smith	530 South 4th Street	Silsbee	TX	77656	409-385-5424	
9/15/2004	Angelic Candles	Rachel Rainwater	206 Primera Drive	SA	TX	78212	210-826-5266	806-438-7143
7/30/2003	Anita's Tees	Anita Cowan	P.O. Box 701643	San Antonio	TX	78270	210-495-1027	210-452-4795
9/10/2002	Apple Speciality	Virginia Paccione	303 El Paso Ste. 202	SA	TX	78207	210-225-9322	
9/24/2003	Art Wear	Arthur Morales	930 Cantrell	SA	TX	78221	210-849-1396	
1/10/2003	Beacon's	Arthur Abelman	321 N. New Braunfels Ave.	SA	TX	78202	210-223-2223	
9/15/2004	Beary Thoughtful	Dawn LeClair	P.O. Box 257	Tiverton	RI	2878	866-84-BEARS	
10/23/2003	Ben's Vending Service - **(Vendor is only allowed to place vending machine in the Teacher's Lounge.)**	Ben Ham	940 S. Alamo	SA	TX	78205	210-223-6156	
10/21/2004	Best Ice Cream, Inc. (After-School Basis Only)	Andy Jaber	727 North Salado	SA	TX	78207	210-472-2378	
4/1/2003	Best of Tejas	Ken Fields	8930 Four Winds Dr. - Ste. 200	SA	TX	78239	210-946-5565	
3/5/2004	Best Video Productions & Photography	Luis Tijerina	719 Pennystone	SA	TX	78223	210-533-3817	
9/23/2002	Bill Millers							
9/12/2003	Body Lingo	Esther Sorola	1414 S. Alamo #012	SA	TX	78210	210-212-8412	
8/13/2002	Books Are Fun	Joseph Wechsler	9114 Autumn Skies	SA	TX	78250	210-684-3232	

As of 1/20/2005
1 of 8

Approved Fundraising Companies
2004-2005

Date Approved by Finance Dept.	Company	Contact Person	Address	City	State	Zip	Phone #	Cell
9/23/2002	Boosters Incorporated / SW Spirit Supplies	Louis Ragsdale	P.O. Box 70156 - Send Payment to P.O. Box 700 - Ordering Address	Montgomery & Commerce	AL & TX	36107 & 75429	1-800-357-6777 Fax: 903-886-7605	
8/13/2002	Branded Custom T-Shirts	George & Patricia Palacios	1720 S. Presa St.	SA	TX	78210	210-532-4212	
10/1/2004	C & N Fundraising, Inc.	Tom Benke	610 Presidental Dr., Suite 106	Richardson	TX	75081	800-400-0022	
11/19/2002	Casa Verde Farms	Rick Metzler	12065 Bulverde Rd.	SA	TX	78217	210-654-7665	
8/13/2002	Century Resources	Melissa French-Stephenson	3915 Heritage Hill Dr.	SA	TX	78247	210-545-2543	
8/13/2002	Cherrydale Farms	Jerry Curry	5128 Sierra Madre	SA	TX	78233	210-656-3592	
10/15/2003	Chick-fil-A	Beverly Pfluke	6301 NW Loop 410	SA	TX	78238	210-684-6521	
10/24/2003	Cici's Pizza							
9/20/2004	Class Coins	Christopher Headen	P.O. Box 769263	SA	TX	78245	210-299-2646	
9/23/2004	Classic Panoramics	Patricia Espinoza	12107 Toepperwein Rd.	Live Oak	TX	78233	210-349-9956	
9/23/2002 & 1/21/04	Coca-Cola	Kevin Wagner					210-229-0411	
10/16/2002	Color Spot Nursery	Lauren Wilson	7960 Cagnon Road	SA	TX	78252	210-272-3217	
12/16/2003	Computers for Education	Ann Linville	180 Freedom Ave.	Murfreesboro	TN	37129	800-272-8260 x4220	
10/14/2004	Consolidated Office Systems	Joe L. Escamilla	840 W. Rhapsody	SA	TX	78216	210-377-3500	
8/13/2002	Classic Design	Lisa Denson	2230 Industrial Park Blvd.	Cario	GA	31728	800-832-8581	
8/13/2002	Deanan Gourmet Popcorn	Barbara Duffield	601 Toepperwein	Converse	TX	78109	210-658-1119	
8/13/2002	Debbie T's	Debra T. & Jim Stephens	570 Santa Clara Loop	Marion	TX	78124	210-413-7907	
3/14/2003	Dehen, Inc.	Susan McGinnis	2701 SE 14th	Portland	Orgeon	97202	800-889-3352	
9/23/2002	Delicious Tamales		1330 Culebra Rd	SA	TX	78201		
10/21/2004	Dietert Greenhouses, Inc.	Cheryl Dietert	5238 Uecker Rd	SA	TX	78220	210-648-1291	
8/20/2004	Dinah's Special Tees	Rene Garcia	5811 Timberhurst	SA	TX	78251	210-520-8251	
2/5/2003	DJ NuTek	Brian					210-533-8910	
11/30/2004	DJ Power Mix	Fred Torres	315 Avant	SA	TX	78210	210-533-6706	
9/12/2003	DJ Sensational Sounds	Michael Puente		SA	TX		210-534-8890	
9/23/2002	Domino's Pizza							
7/25/2003	Drapalla Vending	Rose Drapalla	141 Braniff	San Antonio	TX	78216	210-366-0990	
8/13/2002	E.F.S. Fundraisers	Eric Shapiro	P.O. Box 7524	Boulder	CO	80306	888-969-8437	
9/24/2003	Entertainment Publications	Stan David	11922 Radium Drive	SA	TX	78216	210-342-4870	
10/29/2003	Excelsior Printing	Carlos Araiza	2034 Rigsby Avenue	SA	TX	78210	210-337-3775	
10/3/2003	Exclusive & Intimate Images (Portraits)	Mary Esther Reyes	11330 Woollcott St	SA	TX	78245	210-523-9732	
8/13/2002	Express Industries Corp.	Richard Comacho	2723 Hopeton	SA	TX	78230	210-525-8265	210-273-8283

Approved Fundraising Companies
2004-2005

Date Approved by Finance Dept.	Company	Contact Person	Address	City	State	Zip	Phone #	Cell
8/23/2002	Express Industries Corp.	Curtis Cormack	4615 Pincomb Woods	SA	TX	78249	210-479-5936	
10/1/2004	Express News	Rene Ford	P.O. Box 2171	SA	TX	78297	210-250-2071	
8/13/2002	Expressions Designs & Graphics	Armando Ynostrosa	3115 Mayfair Drive	SA	TX	78217	210-823-7769	
8/13/2002	Fotofabulus Fundraising	Anthony Gallon	10014 Broadway #1703	SA	TX	78217	210-380-8669	
10/1/2004	Four Promotional Advertising	John Paez	5031 Senisa Springs	SA	TX	78251	210-684-3597	210-862-4488
9/20/2004	FrankSbuttons	Francisco Gonzalez, Jr.	230 Continental St.	SA	TX	78228	210-385-6708	
9/23/2004	Fruteria Los Amigos	Rosa Jaco	1610 Roosevelt	SA	TX	78210	210-533-2005	
8/13/2002	Fundraisers, Etc.	Anna Gonzales	627 N. Colorado	SA	TX	78207	210-223-2000	
9/10/2002	Fundraising Services	Diana Zinsmeister	1401 Pendale Ste. 200	El Paso	TX	79936	210-826-5971	
9/17/2002	**Gifts and Things formally: Serena's Gifts**	Joel Machado	2015 Morales	SA	TX	78207	210-364-8292	
8/30/2002	Glenn Penna		1014 Ferdinand	SA	TX	78245	210-674-1581	210-889-0660
9/3/2003	Goldbeck Co.	Eddie Goldbeck	4407 Center Gate	SA	TX	78217	210-656-1445	
10/13/2004	Gold Canyon Candle Co.	Jodi Cleer	8926 Quaker Ridge	Selma	TX	78154	210-651-0861	
9/3/2003	Graham Graphics	Richard Salas	12135 Valliant	SA	TX	78216	210-348-0600	210-348-0603
12/7/2004	Grande Communications	Omar Casanova	1211 Arion Parkway, Suite 118	SA	TX	78216	210-320-4000	
10/1/2004	Great American Cookie Co.	Martin Montelongo	2310 S.W. Military Dr.	SA	TX	78224	210-928-2447	
8/13/2002	Great American Opp. and Nordis	Jeff Whaling	P. O. Box 305142	Nashville	TN	37230	210-256-9520	
8/13/2002	Great American Opp.and Nordis	Mark Pardue	14555 Blanco Road #1008	SA	TX	78216	210-408-2343	210-912-2121
9/3/2002	Harding Studio	Katherine Harding	311 E. Hart Ave.	SA	TX	78214	210-533-7672	
9/23/2002	Harcourt Outlines, Inc.		P.O. Box 6200	Indianapolis	IN	46206		
9/23/2002	H-E-B Grocery Co.		P.O. Box 839988	SA	TX	78283		
8/13/2002	Herff Jones - Graduation Ctr.	Oscar Flores	5118 San Pedro	SA	TX	78212	210-829-7393	
9/23/2002	Hill Country Dairies, Inc.		P.O. Box 80467	Austin	TX	78707		
10/24/2003	Hi-Rise Balloons	Angie Crowe	P.O. Box 2027	Pflugerville	TX	78660	800-252-8210	
9/17/2002	Home & Garden Party Ctr.	Andy & Drina Goodridge	7819 Caspain Bay Drive	Converse	TX	78109	210-566-7350	
2/16/2004	Home Interior **(Candles Only)**	Sonia Salazar	235 E. Baylor	SA	TX	78204	210-229-9851	
10/16/2002	Hudson & Co.	Karla Crain	100 Irene Ave.	Roseville	CA	95678	888-429-7708	
2/27/2004	Human-i-Tees	Joan Hamilton	400 Columbus Avenue	Valhalla	NY	10595	914-745-1105	
10/3/2003	Innovative Marking Consultants	Bob Sulivan					877-521-7632	
1/21/2004	Identi-A-Kid	Emma Hernandez	162 W. Cheryl Drive	SA	TX	78228	2101-435-1944	
10/23/2003	Jackson Pacific Inc.	Allen Weingarten	9775 S. W. Commerce Circle # C-2	Wilsonville	OR	97070	800-545-7077	
9/15/2004	JanSport, Inc.	Dawn M. Schulz	N850 Cty Hwy CB - Post Office Box 1817	Appleton	WI	54913	800-558-3600 ext. 8398	

As of 1/20/2005
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Approved Fundraising Companies
2004-2005

Date Approved by Finance Dept.	Company	Contact Person	Address	City	State	Zip	Phone #	Cell
9/23/2002	Jbryant Vending							
8/13/2002	J. C. Sales Co.	Frank Brandenberger	Box 67	McQueeney	TX	78123	830-557-5354	
12/1/2004	J & C Graphics	Jeremy or Cora Dziuk	3931 Killarney	SA	TX	78223	210-337-5040	
9/23/2004	JDF Images	J. Drew FitzSimon	6338 New Braunfels #187	SA	TX	78209	210-363-6394	
8/20/2004	J & P Printing	Bobby Jackson & Caleb Pendleton	2819 Woodcliffe Suite 204D	SA	TX	78240	210-723-2277	
8/23/2002	J & R Fundraisers	Ray Phipps	316 Joy Dr.	SA	TX	78223	210-635-9483	210-725-1851
9/23/2002	Jostens San Antonio Yearbook	Merrill Adams-Ellis	P.O. Box 90871	SA	TX	78209	210-930-6544	210-415-9091
10/23/2003	JROTC Dog Tags, Inc.	Ernie Kiel	4809 East Kirk Lane	Colbert	WA	99005	509-238-1097	
9/3/2003	K & G Tees	George & Karen Johnson	4734 Lyndy's Farm	SA	TX	78244	210-662-0613	210-889-5203 & 210-382-1460
10/12/2004	K & K Graphics, Inc.		16147 College Oak #100	SA	TX	78249	210-698-1596	
11/7/2003	Kasita Gifts	Ketty Leal	313 Margo Street	SA	TX	78223	1-877-987-GIFT	
8/6/2003	Kathryn Beich Fundraising		7230 Wurzbach Road #1503	SA	TX	78240	210-692-0159	
8/6/2003	Kathryn Beich Fundraising	Staci McGree	10703 Wynstone Place	Helotes	TX	78023	210-695-1994 or 800-310-7606 ext 3537	
7/25/2003	KidPics Photography	Rene Euresti	217 Casa Blanca	SA	TX	78215	210-224-5553	
10/21/2004	Kiolbassa Provision Company	Sandra Kiolbassa	1325 S. Brazos	SA	TX	78207	210-226-8127	
11/21/2003	Krispy Kreme	Barry Gililand	1623 Toomey Rd.	Austin	Tx	78704	210-495-4800	
3/14/2003	Kustom Business Forms	Pam Rieathbaum	7922 Misty Forest	SA	TX	78239	210-599-0801	
9/17/2002	Leapin Leotard	Rose Laurel	7115 Blanco Road	SA	TX	78216	210-342-1464	
2/5/2003	Lee School Supplies	Kathleen Cox	P. O. Box 773	DeSoto	TX	75123	800-833-5057	
3/5/2004	Legacy Marketing	Linna Lette	15034 Oak Briar	SA	TX	78232	210-496-2397	
9/23/2002	Liberto of San Antonio, Inc.		P.O. Box 2356	SA	TX	78298		
8/28/2002	Lifetouch National School Studios	Joel Krock	12758 Cimarron Path, Ste. 104	SA	TX	78249	210-691-1284	
8/28/2002	Lifetouch National School Studios	George L. Velasquez	12758 Cimarron Path, Ste. 104	SA	TX	78249	210-691-1284	
8/28/2002	Lifetouch National School Studios	Kim Wallace	12758 Cimarron Path, Ste. 104	SA	TX	78249	210-691-1284	
8/28/2002	Lifetouch National School Studios	Sarah Flores Fernandez	12758 Cimarron Path, Ste. 104	SA	TX	78249	210-691-1284	
8/6/2003	Little Angel ID	Hosh Prewitt	P.O. Box 310213	New Braunfels	TX	78131	830-620-0744	
10/16/2002	Logo Express	Marty Dreher	9330 Corporate Dr. Ste. 202	Selma	TX	78154	210-651-0761	
8/13/2002	Logo Pro	Michelle Peno	6151 NW Loop 410, Ste. 203	SA	TX	78238	210-522-1900	
10/23/2002	Lone Star Ice Cream, Inc	Taylor Wynn	12087 Starcrest Drive	SA	TX	78247	210-491-0100	
8/23/2002	Love A Kid	Ida Jones	P.O. Box 90082	SA	TX	78209	210-863-1573	
8/13/2002	Love Demonstrated Ministries	Jarrell Flowers	P. O. Box 28359	SA	TX	78228	210-431-3222	

As of 1/20/2005
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Approved Fundraising Companies
2004-2005

Date Approved by Finance Dept.	Company	Contact Person	Address	City	State	Zip	Phone #	Cell
9/23/2002	Magik Children's Theatre of SA		420 S. Alamo	SA	TX	78205		
9/23/2004	Manuel's Music Machine	Manuel G. Mendoza	1303 Butler Drive	SA	TX	78251	210-680-0969	210-385-9690
12/11/2003	Maredy Candy Company	Charla Donovan	12155 Kirkham Rd	Poway	CA	92064	1800-462-7339	
10/15/2003	Mario Castro Distributing	Mario Castro	P.O. Box 12754	SA	TX	78212	210-889-5704	
9/23/2002	McDonald's Corporation							
2/3/2004	MGP - The Fundraising Company	Art Blackman	6214 L. D. Lockett	Colleyville	TX	76034	210-521-4114	210-834-8208
9/15/2004	Michael's Arts & Crafts	Carol Brown	2375 N. W. Military Hwy.	SA	TX	78213	210-341-1513	
10/3/2003	Midstate School & Art Supplies	C. J. Fish	2181 North Expressway	Griffin	GA	30223	888-281-3258	
10/4/2002	Mission Shippers	Barbara Walsh Trevino	721 Walsh Avenue	Mission	TX	78572	800-225-9352	
7/26/2004	MPI Fundraisers	Yvonne McDaniel & Lisa Straub	327 Larchmont	SA	TX	78209	210-413-9415 - Yvonne Fax: 210-320-4683	
8/13/2002	N & S Enterprises	Noe Medina	(Old Address) 3 Doverwood - (New address) Now is: 222 E. Houston	SA	TX	78248 new zip code 78205	210-857-7795	
3/5/2004	Name Your Game Inc.	Jean M. Potter	P.O. Box 375	Bulverde	TX	78163	830-438-2364	
10/3/2003	New Braunfels Herald-Zeitung	Heather Grant	P.O. Box 311328	New Braunfels	TX	78131	830-625-9144	
8/13/2002	Nicholson Productions	Tammy Coleman	20914 El Suelo Bueno	SA	TX	78258	210-497-3145	
9/3/2003	O'Neal Studios	Kay O'Neal	P.O. Box 270177	Corpus Christi	TX	78427	888-854-1115	
8/19/2004	NuDay Fundraising	Jacinto Morales	2222 Glendening Rd #9B	Kalamazoo	MI	49001	Toll Free - 800-616-8841 (Local) 210-663-3154	
9/17/2004	Olympic Trophy Center	Karen Kraft	919 S.W. Military Drive, Ste. 100	SA	TX	78221	210-924-6811	
9/10/2002	Oriental Trading Company	Jodie Gibson	P.O. Box 2308	Omaha	NA	68103	800-526-7400	
8/13/2002	Otis Spunkmeyer	Doug Gibson Loretta Rodarte-Garcia Lisa Schreiber	5682 Randolph Blvd.	SA	TX	78233	210-590-4376 (210) 685-2459 Lisa	
9/15/2004	P.A.G.E. - Protecting and Guiding Every Child	David Washington	1633 Babcock Ste. 282	SA	TX	78229	210-722-5788	
8/9/2002	Parties, Picnics & Promotions	Clint Williams	11911 Jones Maltsberger	SA	TX	78216	210-494-0090	
10/24/2003	Papa John's Pizza							
9/23/2002	Peter Piper Pizza							
9/23/2002	Pizza Hut							
9/23/2002	Pizza Loco							

As of 1/20/2005
5 of 8

Approved Fundraising Companies
2004-2005

Date Approved by Finance Dept.	Company	Contact Person	Address	City	State	Zip	Phone #	Cell
10/18/2002	PK Designs	Penny Turvey	25327 Bormann	New Braunfels	TX	78132	830-624-0917	
3/5/2004	Premier Books Direct	David Little	5922 Woodcraft	SA	TX	78218	210-269-3931	
11/15/2002	Profit Plus	Tommy Lucas	9879 Tanner Road	Houston	TX	77041	830-981-4211	830-377-3219
9/24/2003	Pro Style	Mark Untiedt Joe King	21511 Pearl Spring	SA	TX	78258	210-481-3085	
10/3/2003	Provine School Pictures	James Landers	12508 Jones Maltsberger Rd, Ste. 100	SA	TX	78247	210-681-8552	
8/13/2002	Publishers Direct Sales	Tom Garcia	110 Ave.	Converse	TX	78109	210-566-0105	
8/6/2002	QSP/World's Finest	Don Brittingham	9203 Woodheather	SA	TX	78254	210-681-6726	
8/13/2002	QSP/World's Finest	Tony Valdez	1603 Babcock Rd. St. 151	SA	TX	78229	210-342-9301	
10/27/2004	Quest for Victory's	Pamela Worley					800-929-3414	
8/13/2002	Ramiro Ramos Screen Printing	Ramiro Ramos	8807 Oakbrook	SA	TX	78221	21-823-8943	
9/23/2004	Real Create, Inc.	Jenna Gaytan	P.O. Box 5050	SA	TX	78201	210-798-5646	
8/13/2002	Red Apple Resources	Jim & Jan Schrad	1314 Church View Drive	St. Hedwig	TX	78152	210-667-2424	
2/3/2004	R. F. Murray Co. Inc.	Richard Murray	P.O. Box 702092	San Antonio	TX	78270	210-436-1939	
8/22/2002	R.J. Publications	Robert Matye	P. O. Box 56	Bulverde	TX	78163	830-980-3519	210-521-1010
9/17/2002	Rose Petals	Mary Helen Rodriguez	870 Division	SA	TX	78225	210-927-0071	
8/19/2004	Rose Promotional Company	Norma Verstuyft	11014 Casiano St.	La Coste	TX	78039	830-985-9202	
9/20/2004	Sam's Embroidery Club	Sam Hasam	6645 San Pedro	SA	TX	78216	210-366-4657	
9/20/2004	Sam's Ice Cream	Michelle & Samuel Beltran	827 Indiana Street	SA	TX	78210	210-531-8968	210-827-9010
9/12/2003	Sam's Studio	Andrea Hatzfeld, Sam Pieprzyca, Amanda Walton	615 NW Loop 410	SA	TX	78216	210-979-7358	210-260-5692
9/23/2002	San Antonio Zoological		3903 N. St. Mary's St.	SA	TX	78212		
9/23/2002	SBC		P. O. Box 911361	Dallas	TX	75391		
8/13/2002	Scholastic Book Fairs	Suzanna Collins	P.O. Box 20067	Waco	TX	76702	800-792-2002	
3/14/2003	School Mall	Diane McClaran	180 Freedom Ave.	Murfreesboro	TN	37129	877-643-6146	
8/13/2002	Screen Rite Custom Screen Printing	Louie Mendiola	1021 Donaldson	SA	TX	78228	210-924-0262	
1/23/2003	Select Agenda's	Judy Jeffrey	1320 Route 9	Champlain	NY	12919	800-625-8955	
9/17/2002	**Serena's Gifts has changed their name - New Name is Gifts and Things**	Joel Machado	2015 Morales	SA	TX	78207	210-364-8292	
8/13/2002	Shirt Works	Sky Sandoval	2602 Pleasanton Rd.	SA	TX	78221	210-927-0060	
8/13/2002	Signature Fundraising	Victoria Cooper	42850 Signature Court	Lancaster	CA	93535	800-645-3863	

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Approved Fundraising Companies
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Date Approved by Finance Dept.	Company	Contact Person	Address	City	State	Zip	Phone #	Cell
9/23/2002	Six Flags Fiesta Texas		17000 IH-10 W	SA	TX	78257		
8/13/2003	Snapshot School Photography	James Rodarte	814 Harriman Pl.	San Antonio	TX	78207	210-573-0805	
1/21/2004	Square 1 Art	Cindy Erickson	37 Prospect Street	Amserdam	NY	12010	1-888-332-3294	
2/27/2004	String Fingure Store	David Titus	P.O. Box 1406	Lawton	OK	73502	800-357-9854	
10/21/2004	Studio 2410	Stacie Orsagh Claudio Aguillon	2410 Texas Ave.	San Antonio	TX	78228	(210) 264-6587 Stacie (210) 264-6225 Claudio	
10/14/2004	Stumps		P.O. Box 305	South Whitley	IN	46787	800-348-5084	
4/10/2003	Taylor Publishing	Fred Hightower	1008 Antler Drive	Schertz	TX	78154	210-651-6587	
8/6/2002	Tee-Shirt Warehouse	Andres Carrillo	1424 Callighan Rd.	SA	TX	78228	210-431-0005	
9/3/2003	Teddy Bear Novelties	Michael A. Gabriel	705 Carolina Street	SA	TX	78210	210-531-9065	210-317-3984
9/23/2004	Terror Mansion	NK Alanis	414 W. Laurel	SA	TX	78212	210-226-2666	
9/15/2003	Textile Graphix	William A. Trip	7035 Rosefield	SA	TX	78240	210-633-8337	
7/26/2004	Texas Privilege Discount Card	Peter Ranucci	15018 Miss Elllie Drive	SA	TX	78247	210-496-1087	210-725-1087
8/13/2002	The Texas Premier Card	Karen King		SA	TX		210-535-9268	
8/12/2002	The Wash Tub	Heath Drulman	16035 University Oak	SA	TX	78249	210-493-8822 x. 400	
1/12/2004	Tilde (Photography)	Edward Benavides	10306 Tiger Field	SA	TX	78251	210-523-6139	
9/23/2002	Tom's Snacks							
8/13/2002	Top Ten Fundraisers	Susie White	822 E. Walnut Street	Garland	TX	75040	800-444-6815	
9/23/2002	Toudouze Market		P.O. Box 7449	SA	TX	78207		
9/10/2002	T-N-T Advertising	Albert Trujillo	5406 Military Dr. W	SA	TX	78242	210-675-8586	
10/3/2003	Tracks and Snacks Only for (Amusement Rides, Carnival Games, and Concessions for Carnivals)	James Herrera	P.O. Box 700593	SA	TX	78270	210-654-0811	
1/18/2005	Travis Wholesale Florist	Sheila Schuster	240 W. Josephine	SA	TX	78212	210-732-8261	
10/14/2004	Trend Stylist & Floral	Linda Maldonado	3923 Culebra	SA	TX	78228	210-434-8573	
8/13/2002	Uniforms & Service	Bertha Campion	4022 McCullough	SA	TX	78212	210-824-5272	
9/8/2003	Urban Schoolwear & Embroidery	Robert E. Herandez	2902 W. Commerce	SA	TX	78207	210-432-5866	210-789-5270
2/12/2003	USA Fundraisers	Les Cooper or Royce Albrecht	P.O. Box 294	Mont Belvieu	TX	77580	888-390-7620	
10/18/2002	VG2 - Varsity Gold	Robert Meckel, Bobby Douglas	459 N. Gilbert Rd. - Ste G210	Gilbert	AZ	85234	800-245-2093 x. 106	**This rep. only**

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8/6/2003	Venskee's Fundraising	Brenda & Roscoe Baldwin, Nechellia Taylor, Jaqueline Pena, Charlene Doege, Gil Ortega, Evangline Hayes, and Chera Reese	8930 Fourwinds Dr. Ste. 218	SA	TX	78239	210-946-3500	
9/3/2003	**Viper 360**	**Omar Casanova**	**17300 Henderson Pass**	**SA**	**TX**	**78232**	**210-403-0005**	**This vendor is no longer in business, please do not call as of 12-7-04**
9/23/2002	Wal-Mart		6441 N. W. Loop 410	SA	TX	78238		
8/13/2002	Walden Productions	Frank Walden	8-23rd Ave. #303	Venice	CA	90291	800-317-6019	
10/20/2004	Walsworth Publishing Company	Julie Marshall	2301 Beckwood Trail	Austin	TX	78664	800-663-8417	
8/13/2002	Wincraft, Inc.	Jill Bratberg	1124 West 5th St.	Winona	MN	55987	888-830-7908	
8/19/2004	XEG Productions - Video Presentations, Video Editing	Xavier E. Gonzales	1226 Leal Street	SA	TX	78207	210-212-4205	210-725-6480
8/13/2002	Your Name In Lights	Danny Ott	6500 Creekside Drive	Greenville	TX	75402	903-455-6062	
9/3/2003	Yumi Ice Cream Co., Inc.	Bernice Salas	1718 South Brazos	SA	TX	78207	210-227-9864	
10/4/2002	Z-Graphics Signmakers	Christopher Zalapa	3656 Culebra Rd.	SA	TX	78228	210-433-9004	
8/13/2002	Zoro Sportswear	Patsy Wellborn	P.O. Box 13703	SA	TX	78213	210-349-2006	

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