Student Meal Request Process

CREDIT CARD

CHECK/CASH

Student Meal Request Process Administrative Procedure V-E

❖ For Level I competition, District funds may be used to pay for student meals when events are outside of KISD attendance zones. One meal will be provided for participants who are attending in-District (KISD) all day events. Approved student meals will be paid at the rate of $9 per meal.

❖ For Level II & III competitions, Student meals will be funded up to three meals per day at $9 per meal for Level II and III competitions not requiring an overnight stay and at GSA rates for Level II and III competitions requiring an overnight stay and will be figured in the same manner as employee per diem for travel.

Before The Trip Credit Card

Before The Trip - Credit Card

❖ Sponsors can check out a credit card from Purchasing or use the card assigned to the campus

❖ Sponsor will submit Laserfiche form for event.

❖ The Sponsor (coach, teacher, band director) organizing and leading the event (Athletics, Fine Arts, CTE, JROTC, or SPED) is responsible to input the meal fund request as well as the credit card assignment in Laserfiche with the participant list prior to the event to ensure funds and credit card will be available at the time and date of the scheduled event.

Before The Trip - Credit Card

❖ Purchasing will approve the form once in Purchasing queue and add funds to the credit card that has been assigned to the campus or Sponsor

During The Trip Credit Card

During The Trip - Credit Card

- Sponsor must present the KISD Tax Exemption Certificate

- Charged sales taxes must be paid back by the Sponsor

01-339 (Back)
(Rev.4-13/8)

Texas Sales and Use Tax Exemption Certification
This certificate does not require a number to be valid.

Name of purchaser, firm or agency
Killeen Independent School District   1-74-60015054

Address (Street & number, P.O. Box or Route number)   Phone (Area code and number)
200 North WS Young Dr.   PO BOX 967   **254-336-0000**

City, State, ZIP code
Killeen, TX 76540

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:

All taxible items

During The Trip - Credit Card

- ALL participants must sign participant list for each meal that is received. Signatures cannot be obtained after the trip

- A sponsor cannot go over the allotted $9 per meal for breakfast, lunch or dinner even if they used less than the allotted $9 for another meal. (Unused funds cannot be used towards a future meal.) Overages must be paid back to the District by the sponsor if the allotment is exceeded.
- All fees (delivery, service fees, credit card fee, etc.) are allowable as long as it is within the $9 per participant cost.

- Gratuities/tips for meals are authorized to be paid with local funds. Gratuities/tips may not exceed 20% of the bill, however 15% is the recommended amount. The Gratuities/tips must be within the $9 per participant cost.

After The Trip Credit Card

After The Trip - Credit Card

Staff and sponsors should turn in their meal request documentation within two days of the event

There are two options to submit the paperwork:

- ❖ Send interschool mail to "Accounts Payable"
- ❖ The cashier can send via courier to the Treasury office.

It is best that a copy is made or scanned and kept on campus for secondary records before sending the originals to us.

After The Trip - Credit Card

- When sending the paperwork, it should include the following:
    - SMR Form with the Form ID at the top. Sponsor must also sign the last page
    - Signature Form with Student ID numbers
    - There must be a signature for every participant who received a meal (employees, approved chaperones and students)
    - A signature is needed per meal received
    - Tax Exempt - Itemized Receipts

After The Trip - Credit Card

➢ Accounts Payable Secretary, Catherine Davis will review and reconcile documents received.

  ➢ AP Secretary will contact Sponsor and Campus Secretary if any additional information is needed or if funds are owed
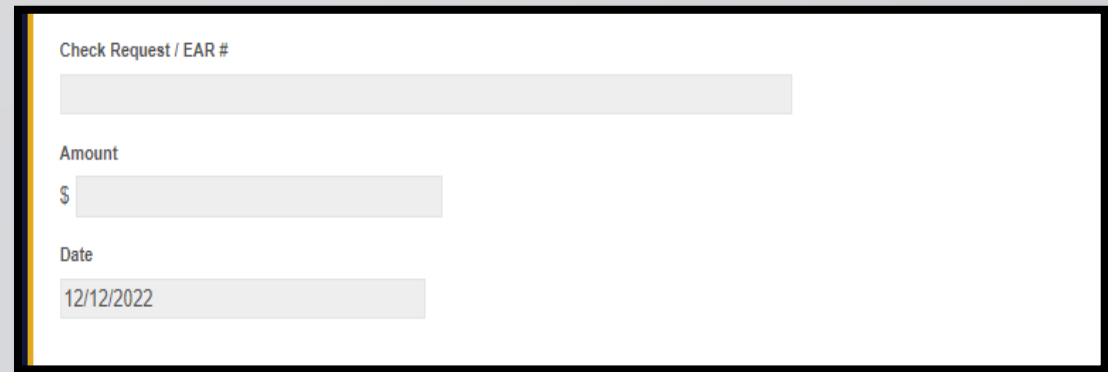
  OR

  ➢ AP Secretary will email completed documentation to Campus Secretary to process a check request to pay the credit card statement

  ➢ The check request in Frontline cannot be processed until the reconciliation packet is received from Catherine Davis.

After The Trip - Credit Card

- After processing the check request the Laserfiche task must be completed to close out the Student Meal Request form.

- Open the Laserfiche form from the link in the task email.   Click here to open this task in Forms.

- Enter the Check Request number, amount of the Check Request, and Date in the appropriate boxes at the bottom of the Student Meal Request

- Click Submit button

Check Request / EAR #

Amount

$

Date

12/12/2022

Before The Trip Check/Cash

Before The Trip – Check/Cash

The use of the credit card is the **_preferred_** method for Student Meals. However, approval can be given for the Sponsor to receive a check on rare occasions.

1. Sponsor submits request in Laserfiche

2. Sponsor must select Cash/Check in the appropriate drop down in Laserfiche
    ➢ There is a justification box that the Sponsor needs to complete to explain why they are requesting check/cash instead of using a credit card

Before The Trip – Check/Cash

Before The Trip – Check/Cash

3. The SM Request will still go through the approval process in Laserfiche – includes approval by one of the Executive Director of Secondary Schools or Chief CCMR Officer

Before The Trip – Check/Cash

4. Once the SM Request is approved, an Employee Advance Reimbursement (EAR) must be entered into Frontline

➢ The EAR is the only way that Accounts Payable can process the check to the employee.

➢ When processing the EAR, please attach a copy of the SM Request **and** a copy of the student roster.

➢ Reference Field: Include Form ID number.

Before The Trip – Check/Cash

5. Once the EAR is in Accounts Payable's workflow (next in workflow will say Jones, Melanie Patrice), contact **Tish McMillan**. She is the only AP Staff Member that processes EARs for Student Meals.

6. The Treasury Department will print the check and contact the employee when the check is ready to pick up.
> ➢ The employee can choose to take the check to their own bank and cash or they can cash the check at the Treasury Window.
> ➢ The Employee should not come to the Treasury Office before being contacted by a Treasury staff member
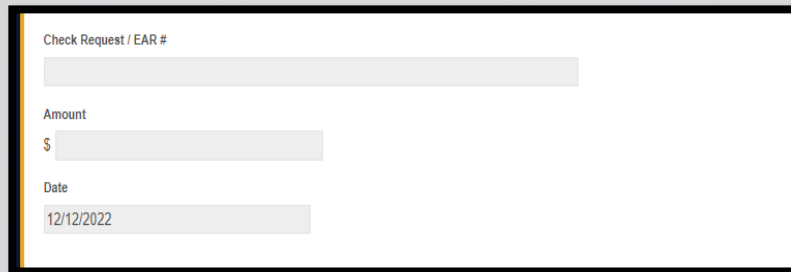
Before The Trip – Check/Cash

7. Open the Laserfiche form from the link in the task email.

Click here to open this task in Forms.

➤ Enter EAR #, Amount of EAR, and Date on SM Request.
➤ Select Submit to trigger email to Sponsor that meal request has been approved *and processed for Check creation.*

Check Request / EAR #

Amount

$

Date

12/12/2022

During The Trip Check/Cash

During The Trip – Check/Cash

- ALL participants must sign participant list for each meal that is received. Signatures cannot be obtained after the trip
  - Sponsor usually gives each participant allotted amount in cash

After The Trip – Check/Cash

The signature form, copy of SMR with reconciliation page completed and any unused funds must be turned in within 2 working days of the event.

➢ Send to Accounts Payable or via courier to Treasury

Who to Call

- Technical Laserfiche Questions – Cyndi Carlton
  - Data & Information Services x6861
- Credit Card Questions – Terri D'Spain or Terris Harrison
  - Purchasing x2757 or x0104
- Receipt or Reconciliation Questions – Catherine Davis
  - Accounts Payable x0222
- Status of Student Meal EAR – Tish McMillan
  - Accounts Payable x0017
- Copy of Credit Card Statement– Lidia Pardo
  - Accounts Payable x0014

Reminders

❖ A copy should be made/scanned and kept for your records

❖ $9 per participant includes all fees (delivery, service, credit card)

❖ Include notes on your documentation