

# Budgetary Services



**The Budget Department is responsible for:**

- **Planning, implementing, and overseeing the budget for the entire district**
- **Overseeing and reporting financial data for federal and state grants, and**
- **Verifying budget codes used for all purchases and personnel charges district-wide.**



# Budget Code Format

199 – 11 – 6399 – CA – 001 – 11 – 000    2014

Fund      Function      Object      Sub-object      Org      Program      Local      Year  
Intent



# Fund Code

**199** – 11 – 6399 – CA – 001 – 11 – 000 2014

The fund code identifies the source of the funding—where the money is coming from and what populations can be served with the funds.

A list of fund codes used by KISD can be found in the Coding Chart.



# Fund Code

Funds 100–199 are considered LOCAL.

Funds 200-299 are considered FEDERAL.

Funds 300-499 are considered STATE.

Funds 500-599 are considered DEBT SERVICE.

Funds 600-699 are considered CAPITAL PROJECTS.



# Fund Code

## Some Local Fund Numbers

- 199 General Fund serves all populations
- 131 Ed Foundation Grants
- 162 Special Education Population
- 163 Career & Technology Education Population
- 165 Bilingual/ELL Population
- 166 State Comp Ed serves At-Risk Populations
- 177 Gifted & Talented Population
- 178 Athletics



# Fund Code

## Some Federal Fund Numbers

- 211 Title I serves Low SES Populations
- 240 School Nutrition
- 224 IDEA-B serves Special Education
- 244 Perkins Grant serves CTE Population
- 263 Title III serves Bilingual/ELL Population
- 255 Title II, Part A



# Fund Code

## Some State Fund Numbers

- 386 Serves Deaf Special Education Population
- 499 GEAR Up



# Function Code

199 – 11 – 6399 – CA – 001 – 11 – 000 2014

The function code identifies for what purpose/how the purchase will be used.

A list of function codes used by KISD can be found in the Coding Chart.





# Function Code

- 11 Direct Instruction
- 12 Instructional Resources & Media Services—  
Library, Media Attendant, Campus Tech
- 13 Instructional Staff Development & Curriculum  
Development--includes Instructional  
Specialists
- 21 Instructional Administration—not used by  
campuses
- 23 School Leadership--Principal, Assistant Principals,  
Secretaries



# Function Code

- 31 Guidance, Counseling Evaluation Services
- 32 Social Work Services
- 33 Health Services (Clinic)
- 34 Transportation—Not used by campuses
- 35 Food Service—Not used by campuses
- 36 Extracurricular Activities



# Function Code

- 41 General Administration—Not used by campuses
- 51 Facilities Maintenance and Operations
- 52 Security and Monitoring Services
- 53 Data Processing—Not used by campuses
- 61 Community Services—includes Parenting
- 81 Facilities Acquisition/Construction—Not used by campuses



# Review

**199 – 11** – 6399 – CA – 001 – 11 – 000 2014

Based on what we've covered so far, you know that:

- ✓ Whatever is being purchased will be paid for using the general fund budget which means there is no specific audience for whom the funds are supposed to be used.
- ✓ The purchase will be used for instruction.



# Object Code

199 – 11 – 6399 – CA – 001 – 11 – 000 2014

The object code identifies what type of item/service is being purchased.

A list of object codes used by KISD can be found in the Coding Chart.



# Object Numbers

The object codes all fall into a particular object series/category based on the first two digits of the object code:

- ❖ 6100s Payroll for District Employees/Temps
- ❖ 6200s Professional/Contracted Services
- ❖ 6300s Supplies/Materials
- ❖ 6400s Other Operating Costs
- ❖ 6600s Capital Outlay



# Object Codes

## 6100's Payroll

Objects in the 6100's are used for district payroll expenditures. These expenditures include:

- Salaries, stipends, supplemental pay for district personnel
- Temporary employees
- Substitutes
- District portion of Medicare, TRS, Workers Comp, Flex Benefits, and Insurance



# Object Codes

## 6100's Payroll

- ❖ 6119 Salaries, Professional/Exempt Employees
- ❖ 6129 Salaries, Auxiliary/Non-Exempt Employees
- ❖ 6116 Subs for classroom staff professional development
- ❖ 6118 Supplemental Pay, Professional/Exempt
- ❖ 6121 Supplemental Pay, Auxiliary/Non-Exempt
- ❖ 6125 Temporary Employees





# Object Codes

## 6100's Payroll

When combining these payroll codes with the function codes discussed previously, you can tell what type of employee is being paid and for what type of job.



# Object Codes

## 6100's Payroll

### 11-6118

- ❖ Object 6118 signifies that a professional staff member is being paid
- ❖ Function 11 signifies that the activity the individual is being paid for is instructional in nature

This combination is usually used when paying a teacher, librarian, counselor, etc. for doing tutoring.

➤ Tutoring is function 11 regardless of who is doing it.



# Object Codes

## 6100's Payroll

### 11-6121

- ❖ Object 6121 signifies that an auxiliary staff member is being paid
- ❖ Function 11 signifies that the activity the individual is being paid for is instructional in nature

This combination is usually used when paying an aide, secretary or parent liaison for doing tutoring.

- Tutoring is function 11 regardless of who is doing it.



# Object Codes

## 6200's Contracted Services

Objects in the 6200's are used when paying for services. These expenditures include services such as:

- Consultants
- Online Subscriptions
- Repairs, Maintenance, Labor
- Fees payable to an Education Service Center



# Object Codes

## 6200's Contracted Services

- ❖ 6239 Fees payable to any Texas Education Service Center for SERVICES they provide, such as workshops/conferences (services only—no materials)
- ❖ 6249 Maintenance or maintenance agreements, labor, installation
- ❖ 6291 Consultants—as defined in the TEA FASRG
- ❖ 6299 Other Miscellaneous Services (this includes access to websites)



# Object Codes

## 6200's Contracted Services

When combining these contracted services codes with the function codes discussed previously, you can tell what type of service is being paid for and for what purpose.



# Object Codes

## 6200's Contracted Services

### 13-6239

- ❖ Object 6239 signifies that a services has been performed by an Education Service Center (ESC)
- ❖ Function 13 signifies that the service being paid for was for classroom staff development

This combination is usually used when paying registration fees for a teacher or a CIS to attend a workshop at an ESC.



# Object Codes

## 6200's Contracted Services

### 23-6239

- ❖ Object 6239 signifies that a services has been performed by an Education Service Center (ESC)
- ❖ Function 23 signifies that the service being paid for was for a member of the school leadership

This combination is usually used when paying registration fees for a principal or assistant principal to attend a workshop at an ESC.





# Object Codes

## 6300's Supplies/Materials

Objects in the 6300's are used when paying for materials with a unit cost under \$5,000. These expenditures include items such as:

- Supplies—paper, pens, workbooks, etc.
- Reading materials/books
- Controlled items—computers, fax machines, etc.
- Items printed by the KISD Print Shop



# Object Codes

## 6300's Supplies/Materials

- ❖ 6399 Supplies—items with a unit cost under \$1,000 unless otherwise specified
- ❖ 6329 Reading Materials—magazine & newspaper subscriptions not on-line, books not cataloged in the library
- ❖ 6395 Controlled Items, Non-Technology—items with a unit cost between \$1,000-\$4999 unless otherwise specified, not technology related
- ❖ 6398 Controlled Items, Technology—items with a unit cost between \$1,000-\$4999 unless otherwise specified, technology related



# Object Codes

## 6300's Supplies/Materials

When combining these supplies/materials codes with the function codes discussed previously, you can tell what type of item is being purchased and for what purpose.



# Object Codes

## 6300's Supplies/Materials

### 11-6399

- ❖ Object 6399 indicates that a supply is being purchased.
- ❖ Function 11 signifies that the supply is going to be used in the classroom for instruction.

This combination is used when paying for all types of classroom supplies to include paper, pens, staplers, etc.



# Object Codes

## 6300's Supplies/Materials

### 12-6399

- ❖ Object 6399 indicates that a supply is being purchased.
- ❖ Function 12 signifies that the supply is going to be used in the library or by the media aide.

This combination is used when paying for all types of supplies used in the library to include paper, pens, staplers, etc.



# Object Codes

## 6300's Supplies/Materials

### 13-6399

- ❖ Object 6399 indicates that a supply is being purchased.
- ❖ Function 13 signifies that the supply is going to be used for classroom staff development.

This combination is used when paying for supplies to be used for classroom teachers' staff development to include paper, pens, staplers, etc.



# Object Codes

## 6300's Supplies/Materials

### 23-6399

- ❖ Object 6399 indicates that a supply is being purchased.
- ❖ Function 23 signifies that the supply is going to be used in the school's office.

This combination is used when paying for supplies to be used in the office to include paper, pens, staplers, etc.



# Object Codes

## 6300's Supplies/Materials

### 31-6399

- ❖ Object 6399 indicates that a supply is being purchased.
- ❖ Function 31 signifies that the supply is going to be used by the counselor.

This combination is used when paying for supplies to be used by the counselor when performing the counseling job duties to include paper, pens, staplers, etc.





# Object Codes

## 6300's Supplies/Materials

### 33-6399

- ❖ Object 6399 indicates that a supply is being purchased.
- ❖ Function 33 signifies that the supply is going to be used in the school's clinic.

This combination is used when paying for clinic supplies to include paper, pens, staplers, as well as items such as band-aids, tissues, etc.



# Object Codes

## 6300's Supplies/Materials

### 51-6399

- ❖ Object 6399 indicates that a supply is being purchased.
- ❖ Function 51 signifies that the supply is going to be used for the building.

This combination is used when paying for building supplies such as trashcans.



# Object Codes

## 6300's Supplies/Materials

The same object code can be used with a variety of functions as just demonstrated. The supply codes used in the previous examples show that while supplies were purchased in every instance, the reason for/use of the supplies is different.



# Object Codes

## 6400's Other Operating Costs

Objects in the 6400's are used when paying for a variety of miscellaneous items/fees. These expenditures include things such as:

- Student Travel
- Staff Travel
- Membership Fees/Dues
- Food, Misc. Licenses (not software)



# Object Codes

## 6400's Other Operating Costs

- ❖ 6412 Student travel and all non-yellow school bus costs associated with the travel
- ❖ 6411 Staff travel and all associated costs EXCEPT for fees payable to an Education Service Center
- ❖ 6495 Organization Membership Fees/Dues
- ❖ 6499 Miscellaneous—items such as food and professional licenses



# Object Codes

## 6400's Other Operating Costs

### 13-6411

- ❖ Object 6411 indicates that expenditures for employee travel are being paid.
- ❖ Function 13 signifies that the travel is going to be done for classroom staff development.

This combination is used when paying for teacher or classroom aide travel when they are attending workshops for staff development.



# Object Codes

## 6400's Other Operating Costs

### 12-6411

- ❖ Object 6411 indicates that expenditures for employee travel are being paid.
- ❖ Function 12 signifies that the travel is going to be done by employees in the library or by the media aide or campus tech.

This combination is used when paying for any of the above mentioned employees to travel.



# Object Codes

## 6400's Other Operating Costs

### 23-6411

- ❖ Object 6411 indicates that expenditures for employee travel are being paid.
- ❖ Function 23 signifies that the travel is going to be done by employees who work in the office.

This combination is used when paying for the principal, assistant principals, or secretaries to travel.





# Object Codes

## 6400's Other Operating Costs

### 31-6411

- ❖ Object 6411 indicates that expenditures for employee travel are being paid.
- ❖ Function 31 signifies that the travel is going to be done by the counselor.

This combination is used when paying for the counselor to travel.



# Object Codes

## 6400's Other Operating Costs

The same object code can be used with a variety of functions as just demonstrated. The travel codes used in the previous examples show that while travel was being paid for in every instance, the people doing the traveling are different.



# Object Codes

## 6600's Capital Outlay

Objects in the 6600's are used when paying for any capital outlay items. Capital outlay items are generally those with a unit cost of \$5,000 or greater. These expenditures include things such as:

- Buildings
- Land
- Library Books
- Computer Labs (using federal funds)



# Object Codes

## 6600's Capital Outlay

- ✓ An item is capitalized when the unit cost of that item meets or exceeds \$5,000.



# Object Codes

## 6600's Capital Outlay

### Example:

A campus is going to purchase 5 computers for a classroom. The unit cost of each computer is \$1,000 for a total cost of \$5,000.

Is this a capital outlay purchase?



# Object Codes

## 6600's Capital Outlay

Answer:

- No since unit cost of each computer is only \$1,0000.



# Object Codes

## 6600's Capital Outlay

Deciding on whether or not a purchase must be capitalized can be confusing. If you need help making that determination, feel free to contact the Budget Department for assistance.



# Review

**199 – 11 – 6399** – CA – 001 – 11 – 000 2014

Based on what we've covered so far, you know that:

- ✓ It will be paid for using the general fund budget.
- ✓ The purchase will be used for instruction.
- ✓ Whatever is being purchased is a supply.





# Sub-object Code

199 – 11 – 6399 – CA – 001 – 11 – 000 2014

The Sub-object code is a locally defined code and can be used however the district chooses.

A list of Sub-object codes used by KISD can be found in the Coding Chart.



# Sub-object Code

There are numerous Sub-object codes. Some of the ones you'll see the most include:

- ❖ 00      General
- ❖ CA      Campus Allocations
- ❖ DA      District Allocations
- ❖ FA      Fine Arts Allocations
- ❖ MA      Maintenance Allocations



# Sub-object Code

There are numerous Sub-object codes. Some of the ones you'll see the most include:

- ❖ SA      Safety Allocations
- ❖ OL      Online
- ❖ HM      Hardware Maintenance
- ❖ SM      Software Maintenance



# Review

**199 – 11 – 6399 – CA** – 001 – 11 – 000 2014

Based on what we've covered so far, you know that:

- ✓ It will be paid for using the general fund budget.
- ✓ The purchase will be used for instruction.
- ✓ Whatever is being purchased is a supply.
- ✓ The budget code is a campus allocation.



# Organization Code

199 – 11 – 6399 – CA – 001 – 11 – 000 2014

The organization code is used to identify each campus and department in the district.

A list of organization codes used by KISD can be found in the Coding Chart.



# Organization Code

## General Organization Code Classifications:

- ❖ Orgs 001-040 High Schools
- ❖ Orgs 041-099 Middle Schools
- ❖ Orgs 101-698 Elementary Schools
- ❖ Org 699 Summer School
- ❖ Orgs 701-799 Central Office Administration
- ❖ Orgs 800-997 Other Central Office
- ❖ Org 998 District-Wide Undistributed
- ❖ Org 999 District-Wide Distributed



# Review

**199 – 11 – 6399 – CA – 001** – 11 – 000 2014

Based on what we've covered so far, you know that:

- ✓ It will be paid for using the general fund budget.
- ✓ The purchase will be used for instruction.
- ✓ Whatever is being purchased is a supply.
- ✓ The budget code is a campus allocation.
- ✓ The purchase is for Killeen High School.



# Program Intent Code (PIC)

199 – 11 – 6399 – CA – 001 – 11 – 000 2014

The program intent code (PIC) is used to designate what group of students is being served.

A list of program intent codes used by KISD can be found in the Coding Chart.





# Program Intent Code (PIC)

- ❖ 11 Basic Educational Services—Costs incurred to provide the basic education/instructional services.
- ❖ 21 Gifted and Talented (TAG)—Costs incurred to assess students for program placement and provide instructional services beyond the basic educational program for gifted and talented students.



# Program Intent Code (PIC)

- ❖ 22 Career & Technology—Costs incurred to evaluate, place, and provide education to prepare students for gainful employment, advanced technical training or homemaking.
- ❖ 23 Special Education—Costs incurred to evaluate, place, and provide educational or other services to students with IEP's approved by an ARD committee.



# Program Intent Code (PIC)

- ❖ 24 Compensatory Education/Accelerated Instruction—Costs incurred to use instructional strategies beyond basic services for students at risk of dropping out of school.
- ❖ 25 Bilingual/ELL—Costs incurred to evaluate, place, and provide educational/other services to make students proficient in the English language.



# Program Intent Code (PIC)

- ❖ 26 Non Disciplinary Alternative Education—Costs incurred to provide services to students separated from the regular classroom in a non-disciplinary alternative education program and are at risk of dropping out.
- ❖ 28 Disciplinary Alternative Ed-Basic Services—All costs incurred to provide basic services to students who are separate from the regular classroom in a disciplinary alternative education program.



# Program Intent Code (PIC)

- ❖ 29 Disciplinary Alternative Ed-Supplemental—  
Supplemental costs incurred to provide services to students separated from the regular classroom to a disciplinary alternative education program.
- ❖ 30 Title I, Part A School-Wide—Costs for Title I School-wide campuses



# Program Intent Code (PIC)

- ❖ 31 High School Allotment
- ❖ 32 Pre-Kindergarten (salaries)
- ❖ 33 Pre-Kindergarten, Special Ed (salaries)
- ❖ 34 Pre-Kindergarten, State Comp Ed (salaries)



# Program Intent Code (PIC)

- ❖ 35 Pre-Kindergarten, Bilingual (salaries)
- ❖ 91 Athletics
- ❖ 99 Undistributed



# Program Intent Code (PIC)

Program Intent Codes can get confusing when you first start using them. In general:

- IF fund and function are 199-11
  - ✓ THEN Program Intent Code is 11
  
- IF fund and function are other than 199-11
  - ✓ THEN Program Intent Code is 99





# Program Intent Code (PIC)

## Some examples of PICs

199-23-6329-CA-102-99-000	Fund=199, Function=Not 11 ,means PIC = 99
199-11-6329-CA-102-11-000	Fund=199, Function= 11 ,means PIC = 11
211-11-6399-00-105-30-000	Fund=211, Org=105, means PIC = 30 (low SES %)
211-11-6399-00-108-24-000	Fund=211, Org=108, means PIC = 24 (low SES %)
166-13-6411-00-053-24-AR0	Fund=166, Org=053 (not Title I), means PIC=24
166-13-6411-00-128-30-AR0	Fund=166, Org=128 (Title I), means PIC=30
177-11-6399-00-007-21-000	Fund = 177 means PIC = 21
162-11-6121-00-875-23-000	Fund = 162 means PIC = 23
163-13-6411-00-003-22-000	Fund=163 means PIC = 22
128-11-6299-OL-008-31-000	Fund = 128 means PIC = 31



# Review

**199 – 11 – 6399 – CA – 001 – 11 – 000** 2014

Based on what we've covered so far, you know that:

- ✓ It will be paid for using the general fund budget.
- ✓ The purchase will be used for instruction.
- ✓ Whatever is being purchased is a supply.
- ✓ The budget code is a campus allocation.
- ✓ The purchase is for Killeen High School.
- ✓ The purchase is for basic educational services.



# Local Code

199 – 11 – 6399 – CA – 001 – 11 – 000 2014

The local code is another code, like the Subject, that is used per the District's discretion.

A partial list of local codes used by KISD can be found in the Coding Chart.



# Local Code

Examples of local codes:

- 000      General
- DG0      District Growth
- AVD      AVID
- AP0      Assistant Principal
- PL0      Principal



# Local Code

Local codes can be used to keep certain programmatic expenditures together. Take the AVID Program for example. All AVID budget code end in AVD. We are able to track expenditures that are spent solely for AVID by using these codes. Codes ending in AVD can only be transferred to other codes ending in AVD.



# Review

**199 – 11 – 6399 – CA – 001 – 11 – 000** 2014

Based on what we've covered so far, you know what the entire budget code means:

- Killeen High School is purchasing instructional supplies for any student to use and they are paying for this out of their general fund code.



# Year

199 – 11 – 6399 – CA – 001 – 11 – 000 **2014**

How the year field is used depends on whether the fund is defined as a fiscal fund or a program fund.

- For fiscal funds, the year field matches the fiscal year.
- For program funds, the year field matches the program year.



# Year

199 – 11 – 6399 – CA – 001 – 11 – 000 **2014**

Fiscal Year

September 1 through August 31

Program Year

Varies depending on the fund





# Year

199 – 11 – 6399 – CA – 001 – 11 – 000 **2014**

Program year funds generally cross fiscal Years—  
they happen during more than 1 fiscal year.



# Year

199 – 11 – 6399 – CA – 001 – 11 – 000 **2014**

Fund 211 starts July 1 and ends September 30 the following year. This one Program Year spans 3 Fiscal Years.

Program Year 2014 = July 1, 2013 – Sep 30, 2014

Grant is open in the following months of the Fiscal Years:

FY 2013      July and August 2013

FY 2014      September 2013 through August 2014

FY 2015      September 2014



# Year

199 – 11 – 6399 – CA – 001 – 11 – 000 **2014**

At the same time, the 211 Program Year 2013 funds run from July 1, 2012 through Sept. 30, 2013.

The same fund has 2 Program Year grants running at the same time:

July 2012 – September 2013



# Budgeting

How do regular campuses get their funds?

Per student \$ amount x # of students

- Based on student projection numbers
- Per student amount the same within each grade-span—High, Middle, Elementary

Campuses plan their own budgets based on the calculated allocation.



# Budgeting

How do special campuses get their funds?

Special campus budgets are planned by:

- Assistant Superintendent
- Chief CTE Officer
- Executive Director for Special Education



# Budgeting

How do departments get their funds?

- *Flat allocations based on the current year budget.*

What if a department needs more?

- *Complete a Request for Increase in Funds form entirely and send to Budget.*



# General Information on Budget Codes

## Payroll Codes (61xx)

Salary codes shown below are planned centrally:

6119

6129

6112

6116

6122

613x

614x

Campuses/Departments have no control over these EXCEPT when they plan them in their grants or use them with supplemental pay.



# General Information on Budget Codes

## Payroll Codes (61xx)

### Supplemental Pay & Temporary Employee Codes

6118

6121

6125

Campuses/Departments are responsible for these codes and must cover any shortages as well as any “benefit” shortages.





# General Information on Budget Codes

## **Services Codes (62xx)**

These codes are used when paying people, other than district employees, to perform services.

When paying for repairs, installation, maintenance, or labor use object 6249.



# General Information on Budget Codes

## Services Codes (62xx)

When paying a fee to an Education Service Center for ANY SERVICE they provide, use object 6239.

When paying for rentals/operating leases use object 6269.



# General Information on Budget Codes

## **Services Codes (62xx)**

Object 6219 is ONLY used for services requiring certain state licensure:

- Accounting
- Architecture
- Landscape Architecture
- Land Surveying
- Medicine
- Optometry
- Professional Engineering
- Real Estate Appraising
- Professional Nursing



# General Information on Budget Codes

## Services Codes (62xx)

Object 6291 (Consultants) is used when paying for someone to help improve performance through analysis of existing problems and development of future plans.

Most other services will be charged to 6299.



# General Information on Budget Codes

## **Materials Codes (63xx)**

These codes are used when purchasing items with a unit cost under \$5,000.

When purchasing books, magazines, newspaper subscriptions (not online) use 6329.



# General Information on Budget Codes

## **Materials Codes (63xx)**

When purchasing testing materials use object 6339.

When purchasing non-technology controlled items use 6395. These are items with a unit cost of \$1,000-\$4999 or other specific items AND they do not require approval by Technology.



# General Information on Budget Codes

## **Materials Codes (63xx)**

When purchasing technology controlled items use 6398. These are items with a unit cost of \$1,000-\$4999 or other specific items AND they DO require approval by Technology.

When purchasing software by itself with a unit cost under \$1,000, use object 6396.



# General Information on Budget Codes

## **Materials Codes (63xx)**

When purchasing supplies such as pens, paper, workbooks, CDs that are not software, etc., use object 6399.





# General Information on Budget Codes

## Other Operating Codes (64xx)

These codes are used when paying for misc. operating expenses - fees, travel, food, etc. not mentioned previously.

When purchasing food not associated with travel, use object 6499.



# General Information on Budget Codes

## Other Operating Codes (64xx)

When paying for employee travel (registration fees, lodging, meals, mileage) use object 6411 as long as you are not paying an Education Service Center directly.



# General Information on Budget Codes

## Other Operating Codes (64xx)

When paying for student travel (entrance fees, meals, lodging) use object 6412. Do not use this object to pay for yellow school buses used to transport students. That is object 6494.



# General Information on Budget Codes

## Other Operating Codes (64xx)

When paying for membership fees to organizations, use object 6495.

When paying miscellaneous fees or licenses, use object 6499.



# General Information on Budget Codes

## **Debt Services (65xx)**

Codes in this object series are only used by  
Business Services Departments.



# General Information on Budget Codes

## Capital Outlay (66xx)

These codes are used when purchasing items with a unit cost of \$5,000 or more.



# General Information on Budget Codes

## Capital Outlay (66xx)

### *EXCEPTION:*

Any items to be cataloged in the library. These are coded to 6669 regardless of the unit cost. The district must consider all items cataloged in the library as a “unit.” As a result, all items are considered capital outlay.



# TEAMS Access & Training

The TEAMS program is used for all financial transactions (except Activity Funds). Access to TEAMS is based on a user's position and position control number (PCN). If a PCN currently does not have TEAMS access and needs it, the supervisor will need to send an e-mail to HEAT Helpdesk requesting access. If a PCN does have access and people change, nothing needs to be done.





# TEAMS Access & Training

Register for TEAMS training through LEARN. You get to LEARN through KISD Connect.

TEAMS training will provide you with detailed instructions on the various purchasing and budget aspects of the system.



# Approvals

The Budget Department approves all of the following for the entire District:

- Requisitions
- Budget Change Requests (BCRs)
- Employee Advance/Reimbursements (EARs)
- Check Requests (CRs)



# Approvals

Approvals are done throughout the day. Please do not call and request immediate approval for something you enter unless you are walking it through for immediate payment or ordering.



# Gifts

Cash or merchandise can be donated to your campus/department.

For campuses, if cash is donated, the decision needs to be made whether to have the funds deposited into activity funds or into the budgeted funds.



# Gifts

If cash will be deposited into budgeted funds:

- Complete the District Gift Approval Form (found on the Budget Department website)
- Send the completed form along with the check to the Budget Department.



# Gifts

If merchandise is donated:

- Complete the District Gift Approval Form (found on the Budget Department website)
- Send the completed form to the Property Management Department. They will determine whether or not the item can be accepted.



# Federal Professional Leaves & Reimbursements

When employees travel, they must complete a professional leave form PRIOR to the trip.

- If no reimbursement will be requested, the campus/department will keep the completed form as proof of trip approval. The form does not need to be sent anywhere.
- If reimbursement is requested, the campus/department will complete the professional leave form and enter the information into an EAR in TEAMS.



# Federal Professional Leaves & Reimbursements

If at least one of the fund codes is in the range 200-499 EXCEPT FOR 240 and 242, a Federal Professional Leave form and a Federal Professional Leave reimbursement form will need to be used.

If the funds are only in the 100's then a Local Professional Leave form and a Local Professional Leave reimbursement form will need to be used.





# Federal Professional Leaves & Reimbursements

All professional leave and professional leave reimbursement forms can be found on the Budget Department website.

If using funds in the 200s-400s, the Budget Department website also has a document that contains important information when using federal/state funds for traveling.



# Federal Professional Leaves & Reimbursements

Some things to remember about federal/state funds and travel include:

- Per Diem is NOT allowed.
- Meals to be reimbursed require DETAILED receipts.
- Travel CANNOT be prepaid.

Please review the documentation PRIOR to traveling.



# Conclusion

Thank you for participating in our briefing!

If you have any budget questions, please call us  
at:

254-336-0031

or

254-336-0030