

2018-2019

Finance Department 1204 NE 201st Ave Fairview, OR 97024 Phone 503-661-7200 Fax 503-667-6932

Finance Department Guidelines 2018-2019



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Finance Department Guidelines 2018-2019



FORMS

ALL FORMS CAN BE FOUND AT

HTTPS://INTRANET.RSD7.NET/GENERAL/PAGE/BUSINESS-FORMS

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This manual contains current Finance procedures of Reynolds School District. There are a few procedures that are in the process of being updated and written, and will be integrated into this manual upon completion. A copy of this handbook is also available on the web for your convenience.

This manual should be used as guiding principles on Finance procedures and is not all inclusive. Please email your questions and comments to Cynthia Le, Director of Finance, at <u>hle@rsd7.net</u> or Rachel Hopper, Deputy Chief Executive Officer, at <u>rhopper@rsd7.net</u> for clarifiations.

What We Do

- Provide the tools, advice and guidance for financial resources
- Develop financial systems and provide the relevant training to support operational and reporting needs
- Provide, advise and oversee the development and management of the budget
- Ensure transactions are processed accurately, in accordance with District policy, applicable laws, and in a timely manner
- Assist in the identification, evaluation and mitigation of risk
- Provide financial reports
- Establish guidelines that ensure effective stewardship of district resources, in accordance with externally imposed directives

Major Functions

- Accounting: Process all financial transactions for the district; pay vendors and employee reimbursements; bill customers
- Budget: Prepare and revise budget data
- **Payroll:** Process payroll for the district
- Procurement: Timely processing of requests for goods and services; contract management

Who Are Our Customers?

- District employees
- Other Districts
- The general public



- Vendors
- Oregon Department of Education
- Other Federal and State agencies
- External auditors

Who to ask for help with ...?

Amy Ford • x 3209 • aford@rsd7.net	Shelley Foreman • x 3210 • sforeman@rsd7.net
Cynthia Le • x 3253 • hle@rsd7.net	Nuthathai Nicolaescu • x 3341 • nnicolaescu@rsd7.net
Connie Taylor Nelson • x 3293 • ctaylornelson@rsd7.net	Rachel Hopper • x 3325 • rhopper@rsd7.net
Summer Harrison • x 3233 • sdharrison@rsd7.net	Regina Sampson • x 3250 • rsampson@rsd7.net

Becky Nino • x3203 • bnino@rsd7.net

- Accounting of grant transaction Regina
- ASB bank statement reconciliation, cash receipts and quicken software Regina / Nuthathai
- Audit report **Cynthia**
- Authorized check signer Nuthathai
- Billing for work or services performed by outside sources Nuthathai
- Budget transfer request Becky
- Budget transfer workflow Becky
- Budget worksheet Becky
- Cash deposit Nuthathai
- Closing POs Connie
- Creating user ID for ordering online with Office Max, Office Depot, J Thayer, Staples, and School Specialty – Connie
- Credit card statement reconciliation, including receipt verification Regina
- Credit cards set-up and user changes Connie
- Direct deposit Summer / Shelley
- Distribution Accountability Center (DAC) security Becky
- Employee reimbursement, including travel Connie
- Entering account codes in iVisions system Cynthia / Becky
- Federal and state taxes, including W-4 form Summer / Shelley
- Finance Department Guidelines manual Becky / Connie
- Finance department web site maintenance Summer / Connie / Becky
- Financial reports Cynthia



- Fixed asset and inventory Regina
- Garnishments Summer / Shelley
- Grant accounting Regina
- Guidelines and procedures Cynthia / Rachel
- Incorrect pay for extra hours and sub hours Summer / Shelley
- Internal control Cynthia
- iVisions Web Portal reports and how to read them Connie / Becky
- Journal entries for incorrect coding Regina
- Journal entries for services between internal departments Nuthathai
- Lost checks and check replacement Summer / Shelley
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- New grants Cynthia
- Online finance forms Connie / Becky
- Pay dates and time card due dates Summer / Shelley
- Pay rates for temps and subs Summer/ Shelley
- Payment to vendors and contractors Amy
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- Payroll history Summer / Shelley
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- PERS Summer / Shelley
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- Purchase requisition workflow Connie / Becky
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- SmartFind sub hours Summer / Shelley / Nuthathai
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- TimeClock Plus Summer / Shelley
- Training on how to enter purchase requisition and receive in iVisions Connie / Amy
- Training schedule and materials Cynthia
- Transaction clarification Regina
- Vendor set up **Connie**
- Vendor statement reconciliation Amy
- W-2s Summer / Shelley
- Which vendor we use for specific purpose Connie
- Year-end 1099 forms Amy



What's New for the 18-19 School Year

- TimeClock Plus Phase 2 (implementation)
- Subs from Aesop system will be paid by ESS
- Preferred Vendor List (at initial stage)
- New Finance Department Staff: Summer Harrison & Shelley Foreman, Payroll; Connie Taylor Nelson, Procurement & Accounting Specialist

What Continues

- The Finance Department Guidelines Manual on the RSD website:
 - o https://www.reynolds.k12.or.us/district/finance-department
- Regular meetings with all schools and departments
- Group and one-on-one training
- Website and manual information updates
- Internal control review of ASB, Petty Cash, and P-card
- W-4 Form updates and address changes by employee on iVisions Web Portal
- Web Portal budget transfer, ePars, and financial reports



Infinite Visions (iVisions) Web Portal can be found at https://visions.nwtoolbox.org/reynolds/

Please remind your staff that with regard to leave entry and PO entry in iVisions for the new fiscal year, they **must** make sure that they are in the correct fiscal year 2018-2019. To switch to the new fiscal year in iVisions:

- Log into the iVisions Web Portal and click on "My Workflow" in the upper blue bar
- When the next screen appears, click on the down arrow by "Name" and select "Reynolds FY1819" under "Connection Group"
- Click "OK"
 - $\circ~$ All staff will need to do this only once and only at the start of each new fiscal year

For 12 month employees, leave plans will appear after the first payroll is run for July. For employees who are less than 12 months, their leave plans will appear after the first payroll is run for September.

Going Paperless

iVisions makes it possible for Reynolds School District to go paperless! Going paperless can generate hundreds of dollars in savings in paper, toner, printers, service and repair – this means more money for our children's education!

Going paperless also means that the yearly audit will be faster, more efficient and less stress for everyone! The audit can be done electronically by allowing the auditors access to our purchasing system where they can look up and research all documents without RSD employees spending countless hours pulling PO support only to spend more hours re-filing.

This is an overview of what can be done online and in the iVisions Web Portal:

- Viewing Payroll information on the Web Portal
 - Pay stubs current and previous (back to July 2011)
 - Leave requests, leave used & leave available
 - W-2 Information
- Creating/copying purchase requisitions



- Including uploading Excel spreadsheets into the requisition (refer to Uploading Excel <u>Templates - Quick Requisition</u>)
- Checking the status of your requisition
- Receiving orders so payment can be made
- Running iVisions Reports (see below)

Reports

To access reports for your DAC:

- In the Web Portal, go to General Ledger under My Workflow
- Double click Reports
- Double click General Ledger Report Writer
- On this screen you will see the reports available to your DAC
 - \circ $\;$ These reports have been created by Business Services
- To run the Report select the Date range
 - \circ $\;$ Click the box to suppress detail for a summarized report of budget
- Click Show Report
 - o Reports can take a few minutes to generate
- The Report with Detail Suppressed will show you the adopted budget, processed budget adjustments, current (working) budget, expenses for date range selected, year to date expenses, remaining encumbrance, outstanding encumbrances, and the budget if all encumbrances are paid
 - It is the final budget (all encumbrances paid) number that you want to make sure does NOT go negative
 - If this occurs you have gone over budget. You need to eliminate encumbrances not needed by contacting the Finance Department in order to close any open POs with amounts that are not going to be used
 - o Otherwise, you will need to process a budget transfer with the Finance Department

**If you are working on a MAC and are having difficulties with getting reports to pop up please contact IT for assistance



ASB Q & A and Accounting Handbook



ASB Q & A

- Q: What is the ASB Fund and what is it to be used for?
- A: The ASB Fund is money generated **by** students. The fund is to be used for student specific purposes. Refer to the ASB Manual for more information, which can be found in Section 1 of the Finance Department Guidelines book. The most updated version of the Finance Department Guidelines can always be found online at http://www.reynolds.k12.or.us/district/finance-department
- Q: How do I pay for ASB checking account supplies such as check stock and check stamps?
- A: All ASB checking account supplies are to be purchased using ASB funds. These expenses should be allocated equally between all of the accounts within your ASB.

Example: If a check stamp costs \$30.00 and you have 30 accounts set up within your ASB, then each account would be charged \$1.00

- Q: Does the electronic script need to be transferred to the District?
- A: No. Electronic scripts can be kept in the ASB.
- Q: Who is authorized to sign checks at the school sites?
- A: All schools have at least 3 check signers. Authorized check signers are as follows:

Elementary School – Principal, Head Secretary, Secretary

Middle School – Principal, Vice Principal, Head Secretary, Secretary

High School – Principal, Vice Principals, Bookkeeper

All checks require 2 signatures to be deposited. The Payee cannot sign their own check.



- Q: Can categories have negative balances?
- A: No. All categories by month end must have a positive or zero balance. Correct a negative balance by completing an ASB transfer:
 - 1. Fill out a paper ASB transfer with your Principal's authorization/signature
 - 2. Complete the transfer within the Quicken or Blue Bear system

You cannot just change a category to fix a negative balance unless it is within the same month

- Q: How often should deposits be made?
- A: Per the ASB Manual, deposits should be taken to the bank weekly, or within one business day from when the total receipts are in excess of the following limits:
 - Elementary Schools \$1,000.00
 - Middle Schools \$2,000.00
 - High Schools \$10,000.00
- Q: Can we contact the bank with issues?
- A: No. All banking issues need to be emailed to Nuthathai Nicolaescu at the District Office, <u>nnicolaescu@rsd7.net</u>, and it will then be sent on to the commercial customer service representative at US Bank for resolution.
- Q: Do all ASB expenditures need to have receipts?
- A: Yes. Every receipt must clearly state the items purchased, including receipts from credit card purchases. Summary receipts will need to be substantiated by submitting detailed, itemized receipts.

Q: How do we fill out receipt books?

- A: ASB receipt books for collecting revenue are provided by the District Office and each receipt is pre-numbered. You must use these receipts only, and they must be used in numerical order. Every receipt needs to be completely filled out with the following information:
 - Name
 - Date
 - Purpose (what it is for)
 - Category Use
 - How Paid (e.g., cash, check)



- Q: When do we write a receipt?
- A: You write a receipt for **every** revenue funds transaction. Those receipts are then attached to the deposit.

Please do not write a receipt for the sum of total receipts

Fund 261 Q & A

- Q: What is Fund 261 and what is it to be used for?
- A: Fund 261 is money that is received by the school from outside sources that is not generated by the students, e.g., donations. The fund is to be used for anything benefiting the students and/or school such as student incentives, school projects, etc.
- Q: How is money put into Fund 261?
- A: When you receive Fund 261 money, it is to be sent to the District Office via the Pony in your locked, red money bag and it will then be deposited.
- Q: How do we use our Fund 261 money?
- A: You can use your Fund 261 money to make purchases by submitting a Purchase Requisition in the iVisions system and selecting the appropriate 261 account code.
- Q: How do we know how much money is in Fund 261?
- A: You can check your budget reports to see how much money you have in your 261 accounts. Contact Becky Nino, <u>bnino@rsd7.net</u>, if you need help with your reports.



STUDENT BODY FUND ACCOUNTING HANDBOOK

Reynolds School District # 7 Fairview, Oregon 97024

Effective 10/08/2008

Updated 4/1/2012

Board Approved 5/9/2012

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SECTION ONE

DEFINITIONS, PRINCIPLES AND ACCOUNTABILITY

Section 1: DEFINITIONS, PRINCIPLES and ACCOUNTABILITY

DEFINITIONS

Public Funds are any funds raised or provided by the public to support district operations. Therefore, student body funds are considered public funds and are subject to school district oversight and management.

Student Body Funds are those funds that are raised by students; raised or provided on behalf of students, schools or programs; or raised due to positions held by employees of the district. These funds include donations, fundraisers and sales.

Third Party Organizations are those organizations that are independent entities with a 501(c)3 IRS status that raise and manage monies separate from the school district, such as PTAs or Booster Clubs.

Public official is any individual performing services for a public organization, such as a school district. All school employees are considered public officials. ORS 244.040(1)(a) prohibits public officials from using their positions to obtain financial gain. Actions that are prohibited are to accept gifts, money, discounts, awards or rebates for services performed or for purchases made while in the role of a public official.

School sponsored activities are approved by the school's principal, operate under the guidance or supervision of qualified adults and are designed to provide opportunities for students to participate in such experiences on an individual basis, in small groups, or in large groups at school sponsored events.

Employees must avoid actions that create even the appearance of using their positions for personal or private purposes. Examples of potential conflicts of interest include:

- Giving and receiving gifts, other than token gifts, in the course of doing business. Token gifts are items of inconsequential or minimal value (below \$25).
- Since no offsetting public good is achieved by accepting gifts, unclear or questionable situations should always be decided by rejecting gifts, gratuities, or favors that may raise questions regarding the employee's integrity, independence, and/or impartiality.
- Outside employment or the promise of outside employment which would interfere with or inappropriately influence one's decision or actions or give the appearance of such action.

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PRINCIPLES

- Student Body Funds may be raised and spent to promote welfare, education and morale of the students. Projects financed by student body funds shall generally contribute to the educational experience of students and not conflict with the instructional program.
- Student funds shall be used only for the purposes described in the Student Body Fund Accounting Handbook. Purposes for the use of funds not described in the handbook shall have the written approval of the District Business Department.
- Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization which has contributed to the accumulation of those funds.
- Funds derived from the Student Body as a whole shall be expended to benefit the Student Body as a whole, and the Student Body shall be represented in democratic management of those funds raised by the students and expended for their benefit (Middle Schools and High School).
- Student Body funds shall not be raised to purchase items for the personal benefit of an individual student or staff member.
- Participation in student activities or fund raising may not be required, and school credit will not be given, except for those classroom activity funds such as yearbook.
- The management of Student Body funds shall be in accordance with Board Policies, Administrative Rules and Student Body Fund Accounting Handbook. All accounting records and documentation for transactions shall be maintained in accordance with applicable state and federal laws as well as generally accepted accounting principles for all transactions.

ACCOUNTABILITY

- The Board of Education provides overall direction of Student Body Funds through the superintendent. Student Body funds shall be audited annually by the designated auditor.
- The school district Business Department establishes accounting procedures for Student Body financial activities to ensure compliance with state statutes, district policies and accounting principles. The Department will assist in training, provide consulting service to schools, and conduct internal audits of financial activities.
- Each Principal is responsible for the administration of the building's Student Body funds. The Principal, as trustee, is held personally responsible or liable for replacement of student funds that have been improperly spent.
- The Student Council, at the secondary level, are responsible for adopting and regulating procedures which provide direction for:
 - o Forming clubs or classes
 - Establishing estimates of revenues and expenditures
 - o Requesting initial funds
 - o Requesting the right to hold activities and fundraisers
 - o Scheduling activities
 - o Dealing with parent/booster groups
 - o Requesting expenditures of funds
 - o Reporting financial status

The Club Advisors are responsible for monitoring the financial activity for their individual club, or organization. For classroom activities, Teachers are considered to be the Club Advisors.

The Athletic Directors are responsible for monitoring the financial activity for clubs associated with individual sports.

The Bookkeeper and / or Designee is responsible for ensuring that the proper documentation is obtained for all transactions. This includes providing appropriate cash receipt forms to all Club Advisors prior to the event, and requiring adequate documentation prior to disbursing any funds from a student body account. In addition, they are responsible for training and communicating to staff the proper use of student body funds.

School based accounts shall be audited by an external auditor annually with interim reviews performed by the district business office.

BANKING PRINCIPLES

USE OF BANK ACCOUNTS

All Student Body Funds are to be deposited and maintained in a federally insured checking account, or in the event where funds temporarily exceed current needs, excess funds may be invested in a federally insured savings account, federally insured time certificates of deposit or with the Local Government Investment Pool (LGIP).

No bank account is to be opened or closed without the approval of the District's Director of Business.

All Student Body revenues are to be deposited in the checking account.

Properly approved Student Body expenses are to be paid from the checking account.

Three authorized signers should be in compliance with Board policy and to include the Principal, other building administrator, head secretaries / secretaries, or directors.

FUNDS RAISED BY OTHER ORGANIZATIONS

Funds raised by independent, third party organizations, such as PTA groups whose purpose is to indirectly support athletic or activity programs, will be managed by the third party organizations. These organizations are separate entities from the District and will use their own federal tax ID number for their activities. All club advisors, including athletic coaches, are prohibited from participating in the management and disbursement of the funds of these organizations, including the authority to sign checks.

Outside organizations may not use student body bank accounts for their activities. An organization may donate money to the student body account, and those funds would then be deposited and disbursed from the student body accounts, so long as they are an appropriate use of student body funds.

APPROPRIATE USES OF STUDENT BODY FUNDS

Appropriate uses of student body funds include the following:

- Legitimate activities of the Associated Student Body (ASB)
- Class or activity club field trips
- Student rewards, prizes and other awards
- Student club parties, dances or events
- Out of town contests or events
- Purchases of supplies for students' use in the classroom or activity

Inappropriate uses of student body funds include the following:

- Travel, meals and lodging for staff members, except when traveling with the student group or team
- Purchases for staff members, coaches or club advisors, including equipment, supplies and snacks
- Gift certificates, unless purchased as a prize or award for a student activity
- Paying employees cell phones
- Can not be used for anything under the general heading of gifts, including charitable donations, scholarships or student exchange
- Athletic event entry fees, unless required for the entire team's admission

Illegal or prohibited uses of student body funds include the following:

- Purchases of alcoholic beverages, including those purchased with a meal
- Adult entertainment
- Can not be used for any personal or private use
- Compensation for volunteers or other staff members for work or services performed for the school or school district (including gift certificates).

Although it is not legal to give gifts, it is legal to give prizes or awards in recognition of achievement under certain conditions. Gift certificates are not allowed. The distinction between gifts and prizes or awards will be made based on the following:

- The item is of nominal value and has no functional use, i.e. a letter jacket or a pen or pencil set would be disallowed, but an inexpensive pin or athletic sew-on letter, or a plaque is fine.
- If the item is of a personal nature and of greater than nominal value but will be retained by the Associated Student Body, it becomes part of the inventory for that club.

Note, there are several pages of examples to guide you in the appropriate use of student body funds in the FAQ section of this handbook. If you are unsure of whether an expense would be appropriate, please contact the Business Department.

SECTION TWO

RECEIPTS

Section 2: RECEIPTS

It is the Bookkeeper / Designee's responsibility to make sure that club advisors and teachers have the proper paperwork and instructions to account properly for all cash receipts, before the event takes place.

FUNDRAISING GUIDELINES

All fundraisers must be approved in writing by the Principal prior to beginning the activity using the Request for Fundraising Activity Form. No fundraising activity shall take place unless the form has been submitted and approved.

Once approval is received, the Club Advisor may proceed with organizing the event. The Club Advisor is responsible for instructing students and adult volunteers on correct procedures. If the Club Advisor is not familiar with the recordkeeping requirements, he or she should contact the Bookkeeper/Head Secretary for instructions. By requesting approval for a fundraiser, the Club Advisor accepts all responsibility for training volunteers and students on proper procedure and properly accounting for all cash collected.

Expenses may not be paid out of the fundraising proceeds, except in limited circumstances and when it was part of your written fundraising plan approved by the Principal. Cash disbursements from fundraising proceeds will seldom be allowed. Fundraising supplies should be paid for using the guidelines provided under cash disbursements in this handbook.

RECEIPT PROCESS-FUNDRAISERS, FIELD TRIPS, ETC.

1. Club Advisor (or Teacher) requests approval for a fundraising event using the Request to Conduct Fundraising Activities form. The form is turned into the principal.

2. Principal reviews request and approves fundraiser by signing the form. The form is returned to Bookkeeper/Designee, who maintains one copy on file.

3. Bookkeeper/Designee notifies Club Advisor that the fundraiser has been approved. Bookkeeper/Designee provides the appropriate cash receipt forms to the Teacher at that time and provides Club Advisor with instructions on how the cash must be accounted for.

4. Club Advisor collects money from the fundraiser, filling out the appropriate paperwork as instructed by the Bookkeeper/Designee. If the fundraiser will run for longer than a week, the Club Advisor must summarize the receipts on a weekly basis and submit the information to the Bookkeeper/Designee, along with all monies collected.

5. Club Advisor turns money, with appropriate documentation, into the Bookkeeper/Designee.

CASH COLLECTION PROCEDURES

- 1. All cash received from school sanctioned activities must be secure in the school safe. This must be done immediately following the activity.
- 2. All cash must be receipted, i.e. ticket sales, cash register or hand written receipts. Two people must count the funds to confirm deposit amount and initialed by both parties that verified the deposit amount. Provide a copy of this deposit slip to the Bookkeeper/Designee the next morning.
- 3. Bookkeeper /Designee verifies that the form and actual amount turned in agree. Discrepancies should be reconciled with the responsible party immediately.
- 4. All cash received from dues, sales, fund raising, etc. by the office from an ASB organization or club will be receipted by the school Bookkeeper/Designee. The receipt will show the amount, the source, the person who delivered the money, the date and the account to which it deposited and whether or not it is cash or check. The advisor will receive a copy of the receipt.
- 5. School Bookkeeper/Designee reconciles cash vs. check composition of deposit between receipts and money on hand for deposit. Do not cash checks. Money collected is to be deposited exactly as received.
- 6. Endorse the back of each check with a stamp that reads as follows: "For deposit only, (account number), (school name)."
- 7. Place all cash, receipts and supporting forms in a locked, secure location.
- 8. It is the responsibility of the principal to see that bank deposits are made in a timely manner:

BANK DEPOSIT PROCEDURES

- 1. Enter deposits into Quicken or appropriate software.
- 2. Complete a bank deposit slip. Make copy of deposit slip and attach backup for all receipts including copies of checks deposited. The deposit should be taken to the bank weekly, and
 - Within one business day from when total receipts are in excess of the following limit:
 - Elementary Schools \$1,000.00
 - Middle Schools \$2,000.00
 - High Schools \$10,000.00

SECTION THREE

DISBURSEMENTS

Section 3: DISBURSEMENTS

It is the Principal, Advisor and Bookkeeper/Designee's responsibility to make sure that disbursements are appropriate in nature to the activity account. All parties should be familiar with the *Appropriate Uses of Student Body Funds* section of this handbook before disbursing funds from the student body accounts. For examples of inappropriate or prohibited uses of student body funds, see the *Frequently Asked Questions* in this handbook. If you cannot determine whether a use is appropriate using the guidance in this handbook, please contact the Business Department.

DISBURSEMENT GUIDELINES

- Prepare checks in strict numeric sequence to pay original invoices by the due date and in time to take advantage of any cash discount offered.
- Do not write checks which are not adequately covered by cash in the checking account.
- Do not write checks which would cause an individual student body fund to be negative, without obtaining the Principal's specific written authorization.
- Do not make payment to vendor without a detailed original invoice.
- Do not make payment for reimbursement without a detailed receipt with location, date, purpose and who involved.
- If any error is made in writing a check, do not erase or alter it; mark it "VOID" tear out the signature portion and file the check with other checks in numerical order. Be sure voided checks are entered in Quicken or appropriate software.
- An issued check is to be voided if the check has been lost or never received and needs to be reissued. A VOID must be entered in the Quicken system or appropriate software.
- All contact with the banking institute will go through the Business Office. For example, ordering checks, stop payments, inquiries about bank statements, etc.

DISBURSEMENT DOCUMENTATION REQUIREMENTS

Never write a check without adequate documentation and approval. If the vendor requires prepayment, the Club Advisor must bring an invoice or other receipt to you for documentation within 48 hours.

1099 REPORTING

All invoice/payments to contractors must be processed through the District Business Office each year. Payments must be reported regardless of the amount paid. The District will determine whether an individual contractor must be issued a Form 1099. Note that the amounts to be reported are for the calendar year, not the school year. All payments that require a 1099 must be paid through the district. Student Body Funds are not to be used to pay service contractors that require a 1099.

PETTY CASH

Petty cash reimbursement must be requested through the District Business Office. <u>Petty cash is not ASB funds.</u>

To replenish petty cash , the bookkeeper/designee must send a purchase order along with all of the receipts that balance the petty cash purchases to the Business Office. Missing receipts will not be processed.

See separate guideline for petty cash.

SECTION FOUR

FINANCIAL ACCOUNTING, AUDITS AND RECORD RETENTION

Section 4: FINANCIAL ACCOUNTING, AUDIT and RECORD RETENTION

ADJUSTMENTS

An adjustment usually occurs when reconciling the bank statement. For all entries involving an adjustment to the bank account:

- Enter in Quicken or appropriate software as a BANK ADJUSTMENT, noting the reason for the adjustment with the appropriate date.
- Attach any backup documentation to the Bank Statement
- File

BANK ACCOUNT RECONCILIATION

All bank statements should have a cutoff date of the last day of the month.

- 1. Bank reconciliations must be performed in Quicken or appropriated system by the 15th of each month.
- 2. Print a bank reconciliation summary monthly for each bank account.
- 3. Print a list of Outstanding Checks from the Reports option.
- 4. Bundle together:
 - Bank Reconciliation Report / Monthly Statement Report
 - List of Outstanding Checks
 - Bank Statement
 - Report of expenditures by vendor
 - Report of revenues by customer
 - Report of transfers (if applicable)
- 5. Present the documentation to the Principal for review, approval, signatures and date.
- 6. Send approved, signed copies of the following documents to the Business Office by the end of each month:
 - Bank Reconciliation Report
 - List of Outstanding Checks
 - Copy of Bank Statement
 - Electronic copy of the Reconciled Quicken/appropriated software's Register
 - Report of expenditures by vendor
 - Report of revenues by customer
 - Report of transfers (if applicable)
- 7. File the original documentation in the appropriate location.

FINANCIAL STATEMENTS

The Bookkeeper/Designee is responsible for providing financial reports to the Principal, advisors, coaches, district business office and district auditors. The financial statements include:

- Bank reconciliation report
- General ledger report of all ASB transactions in all activity accounts (receipts, distributions, and transfers),

The Principal is responsible for reviewing and approving the monthly financial statements prior to distributing them to club advisors and other interested individuals.

AUDIT PREPARATION

Each year the student body account will be audited by the District Business Office staff and Outside Audit Firm. The purpose of the audit is to make sure that internal controls are in place and working properly to safeguard the Student Body Accounts. Secondary goals of the audit include providing training opportunities for Bookkeepers / Designees, and gaining insight into ways we may be able to improve our controls or revise them to make them work in your school. All Schools will be audited each year. Internal audits will occur at random and could be unannounced.

To prepare for the audit you should do the following:

1. Review student body handbook and board policies regarding student body accounting.

2. Review and implement corrective action of prior year's auditor's report and internal control report.

3. Prepare the following items and have them available for review:

- Cash disbursements
- Cash receipts
- Cash receipt tickets/deposits
- Cancelled checks
- Sequential List of Checks by check number
- Sequential List of Receipts
- List of adjustments
- List of transfers
- Bank statements/reconciliations
- Paid invoices, check requests, receiving records, and requests.
- Student Body Books

RECORD RETENTION POLICY

DISTRICT BUSINESS DEPARTMENT RESPONSIBILITY

The Business Department will retain the following permanently, in locked, archived room:

- Annual Financial Reports
- Copies of Management Letters
- Trust records

SCHOOL RESPONSIBILITY

The following documents must be retained for five years:

- Cancelled checks
- Cash Receipt tickets
- Paid invoices
- Bank account reconciliation
- Fund adjustment documents
- Report of revenues by customers
- Report of expenditures by vendors
- Report of transfers
- Cash Disbursements
- Cash Receipts
- Petty cash

SECTION FIVE

FREQUENTLY ASKED QUESTIONS

Section 5: FREQUENTLY ASKED QUESTIONS (FAQ)

USE OF STUDENT BODY FUNDS

My Principal would like to use student body funds for a staff appreciation luncheon. Is this permitted?

In general, the answer is no. Student body funds can't be used for staff member purchases, such as appreciation lunches or staff meetings, office equipment or coffee room supplies.

There are limited circumstances where a student club may want to recognize or reward a group of staff members, but this must be initiated and approved by the students in the club. An example of this is when the dance team wishes to thank the custodians for their extra efforts in cleaning up after their practices, by buying them pizza.

The Varsity football coach turned in a travel reimbursement request for a scouting trip. May I reimburse him out of student body funds?

No. Travel reimbursements for athletic funds should not be paid out of student body funds unless the travel was for a trip that students attended. For instance, reimbursing travel for an out of town athletic event, when the coach is accompanying the team, is permitted. Traveling for scouting trips cannot be reimbursed out of student body funds.

You may reimburse these types of travel out of your district athletic fund, if approved by the Principal.

Four of our basketball coaching staff members attended the OSAA state basketball tournament in Eugene this year. They turned in reimbursement requests for lodging, meals and mileage to this event and asked me to reimburse it out of the Boys' Basketball fund. Our team did not make the playoffs this year. Is this an appropriate use of student body funds?

No. Staff travel can only be reimbursed using student body funds when the coaches travel with the team to out of town athletic events. Because the team did not participate in the tournament, student body funds cannot be used.

You may reimburse this type of expense out of your district athletic fund, if approved by the Principal.

During our Volunteer Appreciation luncheon, all volunteers were given a small plant in appreciation of their help. Is this OK? Also, can I pay for the plants out of student body funds?

Yes, through district's funds. Small gifts are permitted to show appreciation. This is because a small gift is not considered to be an equivalent to cash as a gift certificate would be. However, this should not be paid for from student body funds because it does not meet the definition of an appropriate use of student body funds.

CASH DISBURSEMENT DOCUMENTATION REQUIREMENTS

This afternoon, one of our club advisors came to me with a request for payment to a vendor for services, but did not have an invoice or other documentation. She told me that she had to have a check immediately, and would bring an invoice to me later. Should I cut the check?

You should not write a check without proper documentation. Club advisor fill out a Check Request Form stating the purpose of the event. The request is then authorized and signed by the Principal before a check is written. The Club Advisor is required to return the documentation within 48 hours. This should only be done as a last resort.

GIFT CERTIFICATES

We purchased gift certificates for some of our volunteers and staff members who stayed late and helped clean up after a school dance. Is this OK?

No. Gift certificates cannot be purchased to compensate any individual for time or extra effort spent during a school sponsored event. This includes volunteers, students and all district employees.

A classroom teacher purchased ten \$5 gift certificates to an ice cream shop as rewards for a classroom spelling bee. Is this OK?

Yes. Small gift certificates can be purchased to be used for student rewards or prizes for classroom or extracurricular activities. Some examples include a door prize at a student activity night, or as prizes for classroom or extra-curricular activities. If you are not sure whether a planned use qualifies, please contact the Business Department.

Our track coach handed out \$25 gift certificates to several students who helped with event timing at our latest track meet. Is this OK?

No. This would be considered "compensation for time spent", rather than a reward or prize. An acceptable alternative would be to give all the helpers a school t-shirt or something small from the student store.

GIFTS AND USE OF PERSONAL CREDIT CARDS

One of our teachers purchased classroom supplies using his personal Visa card and has asked to be reimbursed from her classroom account. This card earns airline miles for every dollar spent. May I reimburse him?

No. It is an Oregon Ethics violation to obtain personal gain due to being a public employee. This includes receiving personal airline miles for purchases made on behalf of the school district.

One of the parents in our school wants to give \$100 to her son's teacher in appreciation of her hard work. Is she permitted to accept this gift?

No. Under Oregon ethics rules, government employees may not accept gifts or gratuities, other than those that are inconsequential or of minimal value (less than \$25). However, if the parent would like to donate the amount to the teacher's classroom fund, the teacher would be allowed to use these funds to benefit purchase items to benefit the students in her classroom.

W9's & 1099's & Why We All Care!

W9 Form:

A W-9 form is used to collect information about a <u>person</u> or <u>business</u> that can be used by the payer (RSD) to complete an informational report for the IRS, such as a 1099-MISC form.

Requiring that EVERY payee (vendor) complete the form W-9:

- Gives RSD all of the information needed to file that info with the IRS and shows that we are working with reputable vendors.
- Shows the vendor that RSD is living up to their end of the bargain with the IRS and that income paid to you will be reported to the agency!



W9's & 1099's & Why We All Care!

1099 Tax Form:

A 1099 form is used for various reasons, but it typically is given to an independent contractor — also known as a <u>freelancer</u> — as a record of the income that he or she received from a particular business (think W-2 for vendors)

The IRS requires every payer (recognized by the Taxpayer Identification Number or TIN – so RSD and the school ASBs are ONE payer) to report income paid to vendors on a 1099 if the payments exceed \$599.99 over the course of a tax year (January 1 – December 31).

SO!!! If <u>each</u> middle school pays Joe Smith \$200 out of their ASB for school spirit T-Shirts at the beginning of the year the district must issue Mr. Smith a 1099 for \$600.00 (the total of all school payments)



W9's & 1099's & Why We All Care!

"New" Procedures for ASB Payments regarding W9s:

- Before you cut a check to ANY Payee, please verify that there is a W-9 on file for them
 - If the vendor is set up in iVisions, we have a W9 on file
 - Request a W9 from the payee & keep it on file
 - Employee and Parent Reimbursements do NOT require a W9, as long as we can prove that the payment is for a refund or reimbursement!
- At the end of the school year (when you are done cutting checks out of the ASB, but before you leave for the summer):
 - Email a copy of the ASB report for the time period of January 1 June 30th to Amy Ford (AP)
 - Check payments for the time period listed, in PAYEE ORDER!
 - Scan and Email all of the W9s that you have collected from payees to Amy Ford (AP)
- In December before you leave for winter break:
 - Email a copy of the ASB report for the time period of July 1 December 31st to Amy Ford (AP)
 - Check payments for the time period listed, in PAYEE ORDER!
 - Scan and Email all of the W9s that you have collected from payees to Amy Ford (AP)



Form	W	-9	
1 Onn		_	
(Rev. N	lovemb	er 201	7)
Departr	nent of	the Trea	asury
Internal			

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

	 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Business name/disregarded entity name, if different from above 		
ype. tions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check following seven boxes. Individual/sole proprietor or single-member LLC Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)	Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)
Print or type. Specific Instructions	Note: Check the appropriate box in the line above for the tax classification of the single-member owner LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the own another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single- is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) ►	r. Do not check	Exemption from FATCA reporting code (if any)
Spe		equester's name a	(Applies to accounts maintained outside the U.S.)
See	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
Par	t I Taxpayer Identification Number (TIN) your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid	Social sec	urity number
backu reside	Ip withholding. For individuals, this is generally your social security number (SSN). However, for a int alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see How to get a	a 🗌	
. N	If the account is in more than one name, see the instructions for line 1. Also see What Name and	1	identification number

Number To Give the Requester for guidelines on whose number to enter.

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. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ►	

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- · Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN,

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Date 🕨

By signing the filled-out form, you:

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. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

An individual who is a U.S. citizen or U.S. resident alien;

 A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;

An estate (other than a foreign estate); or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;

• In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and

• In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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 payee 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 to Form W-9 that specifies the following five items.

 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.

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

Sufficient facts to justify the exemption from tax under the terms of the treaty article. **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 allen 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 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, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, 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,

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

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

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 *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

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

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. 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 line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n)	THEN check the box for	
Corporation	Corporation	
 Individual Sole proprietorship, or Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes. 	Individual/sole proprietor or single- member LLC	
 LLC treated as a partnership for U.S. federal tax purposes, LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. 	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)	
Partnership	Partnership	
Trust/estate	Trust/estate	

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

 Generally, individuals (including sole proprietors) are not exempt from backup withholding.

 Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

 Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

 Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

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 U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

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

5-A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7-A futures commission merchant registered with the Commodity Futures Trading Commission

8-A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10-A common trust fund operated by a bank under section 584(a)

11—A financial institution

12-A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

Form W-9 (Rev. 11-2017)

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

THEN the payment is exempt for
All exempt payees except for 7
Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Exempt payees 1 through 4
Generally, exempt payees 1 through 5 ²
Exempt payees 1 through 4

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

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

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form fy u are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A-An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B-The United States or any of its agencies or instrumentalities

C-A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D-A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E-A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G-A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I-A common trust fund as defined in section 584(a)

J-A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M-A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See What Name and Number To Give the Requester, later, 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 SSA office or get this form online at www.SSA.gov. 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 apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and 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: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon,

Caution: A disregarded U.S. 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 item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 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 made in settlement of payment card and third party network transactions, 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), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA 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) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
 Custodial account of a minor (Uniform Gift to Minors Act) 	The minor ²
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
 Sole proprietorship or disregarded entity owned by an individual 	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor*
For this type of account:	Give name and EIN of:
 Disregarded entity not owned by an individual 	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax- exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:	
14. 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	
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(0(B))	The trust	

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 and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the 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.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust. 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,

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- · Ensure your employer is protecting your SSN, and
- · Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft. The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.ldentityTheft.gov* and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

	ECTED (if checked)		
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	1 Rents	OMB No. 1545-0115	
	\$	2015	Miscellaneous
REYNOLDS SCHOOL DISTRICT	2 Royalties		Income
1204 NE 201ST AVE			
FAIRVIEW, OR 97024	\$	Form 1099-MISC	
MINAL AND DI DI DE A	3 Other income	4 Federal income tax withheld	Сору В
	\$	\$	For Recipient
PAYER'S federal identification number RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments	
13-600836	\$	\$	2
ECIPIENT'S name, street address, city or town, state or province, country, and ZIP or foreign postal code	 7 Nonemployee compensation \$ (200.00) 	8 Substitute payments in lieu o dividends or interest	This is important ta information and being furnished t the Internal Revenu Service. If you ar
	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ►	10 Crop insurance proceeds	required to file a return, a negligence penalty or other sanction may be
	11	12	imposed on you if this income is
Account number (see instructions)	13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney	taxable and the IRS determines that it has not been reported.
5a Section 409A deferrals 15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income
	\$		\$
¢	¢	+	¢

		RECTED (if checked)		
PAYER'S name, street address, city or foreign postal code, and telephon	or town, state or province, country, 2 ie no.	ZIP 1 Rents	OMB No. 1545-0115	
REYNOLDS SCHOOL DISTRICT 1204 NE 201ST AVE		\$ 2 Royalties \$	20 15 Form 1099-MISC	Miscellaneous Income
FAIRVIEW, OR 9	7024	3 Ot <mark>her</mark> income	4 Federal income tax withheld	Сору Е
PAYER'S federal identification number	r RECIPIENT'S identification number	 5 Fishing boat proceeds 	6 Medical and health care payments	For Recipient
RECIPIENT'S name, street address, city or town, state or province, country, and ZIP or foreign postal code		(d), (a)	Substitute payments in lieu of dividends or interest S	This is important tax information and is being furnished to the Internal Revenue Service. If you are
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ►	10 Crop insurance proceeds	required to file return, a negligenc penalty or othe sanction may b
		11	12	imposed on you it this income is
Account number (see instructions)	FATCA filing requirement	13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	taxable and the IRS determines that it has not been reported.
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income
		\$	L	Φ

Instructions for Recipient

Recipient's identification number. For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the issuer has reported your complete identification number to the IRS.

Account number. May show an account or other unique number the payer assigned to distinguish your account.

FATCA filing requirement. If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its chapter 4 account reporting requirement. You also may have a filing requirement. See the Instructions to Form 8938.

Amounts shown may be subject to self-employment (SE) tax. If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 334 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES (or Form 1040-ES(NR)). Individuals must report these amounts as explained in the box 7 instructions on this page. Corporations, fiduciaries, or partnerships must report the amounts on the proper line of their tax returns.

Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your income correctly.

Box 1. Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business.

Box 2. Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the box 7 instructions. For royalties on timber, coal, and iron ore, see Pub. 544.

Box 3. Generally, report this amount on the "Other income" line of Form 1040 (or Form 1040NR) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).

Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your taxpayer identification number. See Form W-9 and Pub. 505 for more information. Report this amount on your income tax return as tax withheld.

Box 5. An amount in this box means the fishing boat operator considers you selfemployed. Report this amount on Schedule C (Form 1040). See Pub. 334. Box 6. For individuals, report on Schedule C (Form 1040). **Box 7.** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 8). You must also complete Form 8919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).

Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040 (or Form 1040NR).

Box 9. If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 10. Report this amount on Schedule F (Form 1040).

Box 13. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 (or Form 1040NR) instructions for where to report.

Box 14. Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.

Box 15a. May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.

Box 15b. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040 (or Form 1040NR). See "Total Tax" in the Form 1040 (or Form 1040NR) instructions.

Boxes 16-18. Shows state or local income tax withheld from the payments.

Future developments. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099misc.

1099-MISC / COPY B

Instructions for Recipient

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Box 5. An amount in this box means the fishing boat operator considers you selfemployed. Report this amount on Schedule C (Form 1040). See Pub. 334. Box 6. For individuals, report on Schedule C (Form 1040). **Box 7.** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040), R line 8). You must also complete Form 8919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR line 21).

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Box 15b. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040 (or Form 1040NR). See "Total Tax" in the Form 1040 (or Form 1040NR) instructions.

Boxes 16–18. Shows state or local income tax withheld from the payments.

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Reynolds School District #7

Request to Conduct Fundraising Activities Form

This form is to be used by clubs or other groups planning to conduct fundraising activities

Name of Club/Organization Conducting Fund raising Activity:	
Date (s) and Time (s) of Fundraising Activity:	
Location of Fundraising Activity:	
Describe the Fundraising Activity:	
For What Purpose is the Fundraising activity being conducted?	
Who is responsible for the fundraising activity? Name / Phone Number:	

Approved by Principal: ____ Date:_____

Money raised, donations, etc. has been submitted to Bookkeeper's Office.

Deposit Amount: \$	Date:
--------------------	-------

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Reynolds School District #7 Fundraising/Activity Receipt Report

This form is to be used by clubs or other groups to recording receipts for any event. Instructions: This form is to be filled out at either the completion of an activity or, if the fundraiser occurs over a longer period of time, on a regular basis and submitted with the receipts to the Bookkeeper.

NEVER DEPOSIT TO A PERSONAL ACCOUNT!

- 1. If given a cash box for change, count change before sales begins. if there is a discrepancy, notify the bookkeeper.
- 2. At the close of sales, arrange money in denominations indicated above.
- 3. Place all bills face up and in the same direction.
- 4. Count and enter amounts on the Activity. Receipt Report form.
- 5. Rolled coins. Do not open rolled coin unless needed.
- 6. Sign this report as seller or advisor below and return with deposit to bookkeeper.

Club:		Event:		
Advisor:		Event Date:		
CHECK: (#)Checks	TOTAL CHECKS: \$		
CASH	X 100's =			
	X 50's =			
	X 20's =			
	X 10's =			
	X 5's =			
	X 2's =			
-	X 1's =	TOTAL CASH: \$		
COIN:	x 1's =			
	X .50 =			
	X .25 =			
-	X .10 =			
-	X .05 =			
_	X .01 =	TOTAL COIN:\$		
	TOTAL CHECKS/CASH	/COIN: \$		
Verify By:	Signature	e:Date	ELESS TILL CHANGE: ()
Advisor Nam	e: :	Signature:	Date:	
DEPOSIT TO	DTALL :\$			
Bookkeeper/I	Designee:	Received Date:		

Reynolds School District #7

FUND RAISING APPLICATION FORM

Student organizations wishing to conduct fundraising activities on or off school must complete the Fund Raising Application Form for Principal's review and authorization.

Date of Request:		
Name of Requestor:	Phone:	
Name of Organization:		
Start Date of Fundraiser:I	End Date of Fundraiser:	
Description / Purpose of Fundraiser:		
		_
Proceeds go to:		_
Location of proposed fundraiser:		
Estimate of amount to be raised:		

Proceeds will be deposited to Account Number: ______
Principal's Signature: ______Date:_____

REYNOLDS SCHOOL DISTRICT #7 PERSONAL/PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into by and between the Reynolds School District #7 "RSD"

"Contractor", and in consideration of the and following covenants, conditions, and considerations:

WITNESSETH:

1. The contractor shall provide RSD with the following information:

a. Full Name

b. Mailing Address

c. Telephone Number

d. Federal Tax ID No. Contractor must submit W9 to RSD's Finance Department

e. Business Designation (check one): 🗌 Individual 🗌 Sole proprietorship 🗌 Partnership 🗌 Corporation Other 🗌

Payment information will be reported to the IRS under the name and taxpayer I.D. number provided above. We are required by the Internal Revenue Service to obtain this information in order to report income paid to you by the District. If the information is not provided, we will be required to withhold 31 % of all future payments made to you.

1099 Withholding Exemption: If exempt from backup withholding (form 1099 reporting), check here and check your qualifying reason below:

- i. Corporation
- ii. Tax Exempt Charity under 501(a), or IRA
- iii. The United States or any of its agents or instrumentalities
- iv. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions
- v. A foreign government or any of its political subdivisions
- vi. District will deduct taxes from pay, which will occur monthly
- f. Does contractor now have, or have had within the prior year, contracts with other persons or entities to perform services similar to the services being performed hereunder? Yes No N/A
- g. Does Contractor have current statutory Worker's Compensation Insurance coverage for all persons performing services under this contract? Yes No N/A
- 2. Statement of Work: Contractor agrees to perform the following services for the District (please be specific as to nature and dates of performance and expected time involved) Attach an exhibit if needed.

Use additional sheet if needed.

3. Contract Term. This Contract becomes effective on _____. Unless terminated earlier as provided below, this Contract shall continue through .

- 4. Contractor shall be compensated in the manner provided in either subsection (a) or (b) below, whichever is completed.
 - a. The entire, agreed-upon compensation for the services to be performed under this contract is \$ to be paid according to the following schedule of payments
 - b. If services are to be charged at a periodic rate, rate charged and period: \$ per What is the total estimated compensation \$; Additional description of pay, if applicable

2

If it appears during the course of this contract that the actual compensation will exceed the estimated amount, the contractor shall notify the RSD Fiscal Department in writing. No payment in excess of the total estimated compensation shall be paid unless the Contractor has notified the Fiscal Office of the increase in time required to complete the services, and received approval of Fiscal Office to perform services up to the newly approved contract time.

Exhibits. As a condition to receiving the compensation above, the Contractor shall provide, in addition to the services above stated the following additional documents or reports relating to the service performed: *(Check all that apply)* Exhibit A: Statement of Work : Exhibit B: Contractor's Proposal ; Exhibit C: Insurance Requirements ; Other , *describe*

If RSD is required by law to withhold any monies from Contractor, e.g., PERS, such withholding shall be deducted from the amount of compensation due to Contractor and the balance shall be paid to Contractor. Contractor must submit an invoice to the RSD Deputy CEO as an application for payment. The invoice shall itemize Contractor's charges and expenses.

- 5. If total compensation is in excess of \$150,000, as stated in Section 4a above, or the estimated charges based upon the rate charge and anticipated time involved as stated in Section 4b above exceed \$150,000, this contract shall not be binding upon RSD until approved by the RSD Board of Directors. If compensation is to be paid as stated in Section 4b, and it appears that the total payments under this Agreement shall exceed \$150,000, Contractor shall notify the RSD Deputy CEO. The DEPUTY CEO shall present this Agreement to the RSD Board of Directors for approval of compensation in excess of \$150,000. No compensation shall be due or payable to Contractor in excess of \$150,000 (in the aggregate) unless the RSD Board of Directors approves this Agreement.
- 6. Unless Contractor is a sole proprietorship, prior to performing any labor for this Contract, Contractor shall file with RSD Deputy CEO a certificate of insurance evidencing that the persons performing services under this Contract are covered by the Contractor's statutory worker's compensation insurance. Contractor shall maintain such coverage during the term of this Contract.
- 7. Contractor is being employed as an independent contractor to provide the services stated in Section 2 above. The compensation paid to Contractor shall be for all materials, supplies, and labor required, necessary or convenient for Contractor to provide services to RSD. Contractor shall be responsible for, and shall indemnify and hold RSD harmless from any governmental assessments resulting from Contractor's services or compensation, including but not limited to income tax, social security, worker's compensation, or employment insurance. RSD shall not have the right to direct or control the manner of Contractor's manner of performance; Contractor shall notify RSD Deputy CEO should any RSD employee make an attempt to exercise direction or control over Contractor.
- 8. Contractor covenants and warrants to RSD that Contractor is an independent business, has performed such services for others in the past or is now performing such services for others, and is skilled and duly qualified to provide the services required under this Agreement.
- 9. This provision is required by statute. In addition to applicable federal and state laws, ORS 279B.220 requires that Contractor shall:
 - a. Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.
 - b. Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.
 - c. c. Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
 - d. Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

If Contractor neglects or refuses to make prompt payment of any claim for labor or services furnished to it by any party in connection with this Contract as such claim becomes due, RSD may pay such claim to the party furnishing the goods or services and subtract the payment amount from funds due or to become due the Contractor. RSD's payment of such a claim shall not relieve Contractor or Contractor's surety, if any, from its obligation to any unpaid claims.

Reynolds School District #7, Personal/Professional Services Agreement 10/13/2017

- 10. Payment for Medical Care: This provision is required by statute. As required by ORS 279B.230 and to the extent any of Contractor's employees are covered by Oregon employment laws, Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums that Contractor agrees to pay for such services and all moneys and sums that Contractor collected or deducted from the wages of employees under any law, contract, or agreement for the purpose of providing or paying for such service.
- 11. Non-Appropriation; Adequate Funding: RSD is prohibited from contracting for services for which it has not received appropriated funds. If payment for work under this Contract extends into RSD's next fiscal year, RSD's obligation to pay for such work shall be subject to approval of future Board of Education ("Board") appropriations to fund this Contract. Moreover, continuation of this Contract at specified levels is specifically conditioned on adequate funding under the RSD's budget adopted in June of each year. RSD reserves the right to adjust the level of services provided for in this Contract in accordance with funding levels adopted by the Board. In the event that the RSD is not adequately funded or funds are cut back, the RSD reserves the right to cancel all, or part of this contract.
- 12. Contractor shall indemnify, defend, and hold RSD harmless from any claims, actions, demands, losses, or costs (including attorney fees) arising out of or resulting from any act or omission by Contractor.
- 13. Contractor warrants to RSD that it/he/she has general liability insurance coverage in excess of \$2,000,000 per person, \$3,000,000 per occurrence, and \$50,000 property damage, and that Contractor shall maintain such insurance during the term of this agreement or for such longer time as RSD may request at the time of execution hereof.

Initial if applicable. Contractor warrants to RSD that it/he/she has professional malpractice insurance coverage for any errors or omissions by Contractor for the type of services being performed under this Agreement, with limits not less than \$1,000,000 per occurrence.

Initial if applicable. Motor Vehicle Liability. If Contractor is providing services that require Contractor to transport RSD personnel, students, or property, then in addition to any legally required insurance coverage, Contractor shall maintain motor vehicle liability insurance of at least \$1,000,000 for each claim, incident, or occurrence.

Certificate of Insurance. Upon RSD request, Contractor shall furnish to RSD a current certificate of insurance for each of the above coverage's within 48 hours of RSD request. Each certificate must state the relevant deductible or retention level. For general liability coverage, the certificate must state that RSD, its agents, officers, and employees are additional insured's with respect to Contractor's services provided under this Contract. The certificate must specify an additional insured endorsement, and Contractor shall attach a copy of the endorsement to the certificate. If requested by RSD, Contractor shall also provide complete copies of insurance policies to RSD.

- 14. Contractor acknowledges that RSD is a public entity, and that persons or entities contracting with public entities are subject to certain state or federal law, rules, or regulations. To the extent any state or federal law, rule, or regulation is applicable to this Agreement, it is hereby incorporated by reference as if stated herein. It shall be Contractor's responsibility to become acquainted with the applicable laws, rules, and regulations, and Contractor shall indemnify and defend RSD in the event Contractor fails to comply with any applicable state or federal law, rule or regulation.
- 15. Subcontracts and Assignment. Contractor shall not subcontract, assign, delegate, or transfer any of its duties, rights, or interests under this Contract without the prior written consent of RSD. RSD may withhold such consent for any or no reason. If RSD consents to an assignment or subcontract, then in addition to any other provisions of this Contract, Contractor shall require any permitted subcontractor to be bound by all the terms and conditions of this Contract that would otherwise bind Contractor. The parties agree that any such subcontracts shall be construed as matters solely between the Contractor and its subcontractor and shall have no binding effect on RSD. However, the Contractor may not invoice RSD for more than a 10% markup of the subcontractor's goods or services, nor may the Contractor invoice RSD for any markups of the subcontractor's hard costs (e.g. mileage, supplies, background check fees).
- 16. Successors in Interest. This Contract shall bind and inure to the benefit of the parties, their successors, and approved assigns, if any.

- 17. No Third Party Beneficiaries. RSD and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract provides any benefit or right, directly or indirectly, to third parties unless they are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.
- 18. Hours of Labor. This provision is required by statute. As required by ORS 279B.020(5), 279B.235(3), and 279C.540(6), for Contractor's employees subject to Oregon employment laws:
 - a. Maximum Hours: Employees shall be paid at least time and a half pay for all time worked in excess of 40 hours in any one week and for work performed on Saturdays, Sundays, New Year's Day (Jan. 1), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25).
 - b. Exemption: The requirements of Section 15(a) do not apply to individuals who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.
 - c. Notice to Employees: Contractor must give notice in writing to its employees who perform work on this Contract, either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
- 19. Time Limitation on Claim for Overtime. This provision is required by statute. For Contractor's employees subject to Oregon employment laws and as required by ORS 279C.545, any worker employed by Contractor shall be foreclosed from the right to collect for any overtime provided in ORS 279C.540 unless a claim for payment is filed with Contractor within 90 days from the completion of this Contract, providing Contractor has: (1) Caused a circular clearly printed in boldfaced 12-point type and containing a copy of this section to be posted in a prominent place alongside the door of the timekeeper's office or in a similar place that is readily available and freely visible to workers employed on the work, and (2) Maintained such circular continuously posted from the inception to the completion of this Contract on which workers are or have been employed.
- 20. Hazardous Materials. Contractor shall notify RSD before using any products containing hazardous materials to which RSD employees, students, or the general public may be exposed. Products containing hazardous materials are those products defined by Oregon Administrative Rules, Chapter 437. Upon RSD request, Contractor must immediately provide Material Safety Data Sheets to RSD for all materials subject to this provision.
- 21. Errors. Contractor shall perform any and all additional work necessary to correct errors in the work required under this Contract without undue delays or additional cost to RSD.
- 22. Access to Records; Contractor Financial Records. Contractor agrees that RSD and its authorized representatives are entitled to review all Contractor books, documents, papers, plans, and records, electronic or otherwise ("Records"), directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain all Records, fiscal and otherwise, directly relating to this Contract in accordance with generally accepted accounting principles so as to document clearly Contractor's performance. Following final payment and termination of this Contract, Contractor shall retain and keep accessible all Records for a minimum of three years, or such longer period as may be required by law, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.
- 23. Ownership of Work Products. Contractor agrees that any and all goods or services provided by or developed for RSD are intended as "works made for hire" by Contractor for RSD. As a work made for hire, all work products (including intellectual property) created by the Contractor, as part of Contractor's performance under this Contract shall be the exclusive property of the RSD. If any such work products contain Contractor's intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants RSD a perpetual, royalty-free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work products. RSD claims no right to any pre-existing work product of Contractor provided to RSD by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for RSD use only.
- 24. Work Performed on RSD Property. Contractor shall comply with the following:
 - a. Identification: When performing work on RSD property, Contractor shall be in appropriate work attire (or uniform, if applicable) at all times. If Contractor does not have a specific uniform, then Contractor shall provide identification tags and/or any other mechanism the RSD in its sole discretion determines is required to easily identify Contractor. Contractor and its employees shall (i) display on their clothes the above-

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mentioned identifying information and (ii) carry photo identification and present it to any RSD personnel upon request. If Contractor cannot produce such identification or if the identification is unacceptable to RSD, RSD may provide at its sole discretion, RSD-produced identification tags to Contractor, costs to be borne by Contractor.

- b. Sign-in Required: As required by schools and other RSD locations, each day Contractor's employees are present on RSD property, those employees must sign into the location's main office to receive an in-school identification/visitors tag. Contractor's employees must display this tag on their person at all times while on RSD property.
- c. No Smoking: All RSD properties are tobacco-free zones; Contractor is prohibited from using any tobacco product on RSD property.
- d. No Drugs: All RSD properties are drug-free zones as enforced by local law enforcement.
- e. No Weapons or Firearms: Except as provided by statute and RSD policy, all RSD properties are weaponsand firearms-free zones; Contractor is prohibited from possessing on its persons or in its vehicles any weapons or firearms while on RSD property.
- 25. Unsupervised Contact with Students. This provision is required by statute. "Unsupervised contact" with students, means contact that provides the person opportunity and probability for personal communication or touch with students when not under direct RSD supervision. As required by ORS 326.603, Contractor shall ensure that Contractor, any subcontractors, and their officers, employees, and agents will have no direct, unsupervised contact with students while on RSD property. Contractor will work with RSD to ensure compliance with this requirement. If Contractor is unable to ensure through a security plan that none of its officers, employees, or agents or those of its subcontractors will have direct, unsupervised contact with students in a particular circumstance or circumstances, then Contractor shall notify RSD before beginning any work that could result is such contact. Contractor authorizes RSD to obtain information about Contractor and its history and to conduct a criminal background check, including fingerprinting, of any Contractor officers, employees, or agents who will have unsupervised contact with students. Contractor shall cause its employees and/or subcontractors, if any, to authorize RSD to conduct these background checks. RSD may deduct the cost of such fees from a progress or final payment to Contractor under this Contract, unless Contractor elects to pay such fees directly.
- 26. Confidentiality; FERPA Re-disclosure. Family Education Rights and Privacy Act ("FERPA") prohibits the redisclosure of confidential student information. Except in very specific circumstances, Contractor shall not disclose to any other party without prior consent of the parent/guardian any information or records regarding students or their families that Contractor may learn or obtain in the course and scope of its performance of this Contract. Any re-disclosure of confidential student information must be in compliance with the re-disclosure laws of FERPA. Contractor is not to re-disclose information without prior written notification to and written permission of RSD.
- 27. Security. Any disclosure or removal of any RSD matter or property by Contractor shall be cause for immediate termination of this Contract. Contractor shall bear sole responsibility for any liability including, but not limited to attorney fees, resulting from any action or suit brought against RSD because of Contractor's willful or negligent release of information, documents, or property contained in or on RSD property. RSD hereby deems all information, documents, and property contained in or on RSD property privileged and confidential.
- 28. Employee Removal. At RSD's request, Contractor shall immediately remove any Contractor employee from all RSD properties in cases where RSD in its sole discretion determines that removal of that employee is in RSD's best interests.
- 29. Remedies. In case of Contractor breach of this Contract, RSD shall be entitled to any other available legal and equitable remedies. In case of RSD breach, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.
- 30. Controlling Law; Venue. The parties agree that Oregon law will govern any dispute related to this Contract, and any litigation arising out of the Contract shall be conducted in courts located in Multhomah County, Oregon.
- 31. Amendments; Renewal. Any amendments, consents to or waivers of the terms of this Contract must be in writing and signed by both parties. The parties may renew this Contract by their signed, written instrument.
- 32. Counterparts. The parties may execute this Contract in counterparts, each of which constitutes an original and all of which comprise one and the same Contract. Counterparts may be delivered by electronic means.

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- 33. Entire Agreement. When signed by both parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.
- 34. Notices. All notices or demands of any kind required or desired to be given by RSD or Contractor must be in writing and shall be deemed delivered upon depositing the notice or demand in the United States mail, certified or registered, postage prepaid, addressed to the respective party at the addresses herein.
- 35. This contract may be terminated by either party with a 30-day written notice. The RSD can immediately terminate the Agreement if the Contractor and/or any of the Contractor's employees or agents endanger the health or safety of RSD students or employees.
- 36. Standards. Contractor shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services.
- 37. Performance. Should the Contractor fail to perform the scope of work or meet the performance standards of the RFP and/or contract, the Contracting Agency may (a) reduce or withhold payment under the contract, (b) require the Contractor to perform, at the Contractor's expense, any additional work necessary to perform the scope of work to meet the performance standards established under the contract, and/or (c) to declare a default of the resulting Contract, to terminate the resulting Contract, and to seek damages and other relief available under the resulting Contract and/or applicable law.

IN WITNESS WHEREOF, the parties do execute this Agreement, and except as provided above, the undersigned warrant to the other that they are executing this agreement pursuant to authority.

Reynolds School District #7	Contractor
Rachel Hopper Deputy CEO	Contractor Signature
Date Signed	Printed Name
	Title
	Date Signed
Review required fo	r final authorization
Program Director	Date Signed
Site Manager	Date Signed
Account Code for applicable charges expense and pass thru funds.	required for revenue,
	\$150,000 Board Approval Date mtact with students

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In order for Reimbursement Requests to be approved and processed there are certain guidelines that <u>must</u> be followed prior to sending the request to Accounts Payable. If these requirements are not met the request will be sent back and payment may be delayed.

Note that expenses must be pre-approved by your Director!

Reimbursement Request Forms and the Intradistrict Mileage Chart can be found at http://www.reynolds.k12.or.us/district/accounting

All Requests Must Have

- General employee information
 - o Name
 - o Address
 - o PEID
 - Building/Department
 - Month/Year of expenses
- Description *and* reason for the expenses. (What were the supplies/snacks/meal for? Where did you travel to and why did you need to travel there? Who was your meeting/lunch/dinner with?)
- All backup documents need to be attached
 - All *original* receipts for purchases must be attached and must be <u>itemized</u>
- Employee Signature & Date
- Principal/Director Name, Signature & Date
- Valid account codes with available budget

Travel

If you are submitting a request due to traveling, these requirements must be met:

- Reason for your travel
 - If travel is part of your regular district duty (e.g., IT, Transition Specialist) you need to note that on your form, what buildings you went to and why



- If you attended a conference, you need to attach proof of attendance (certificate, name tag, agenda, etc.)
- If you went to the store/bank, explain why
- Routes showing proof of mileage for *any* location that is **not** a RSD location
 - Use Google/MapQuest to show your route/mileage
 - Do not use your home address as a starting/ending point you must use your RSD building location (even if you left from home!)
 - If you are traveling between RSD locations, no map is required, but you must use the standard Intradistrict Mileage Chart, which can be found at <u>https://intranet.rsd7.net/general/page/business-forms</u>

Meals

If you are submitting a request for meals, these requirements must be met:

- Original receipt of what you ordered must be <u>itemized</u> we *cannot* accept just the transaction receipt showing the total amount paid
- Maximum tip to be reimbursed is 15%
- No alcohol

Supplies/Online Orders

- Any purchases made at a store or online must have an accompanying original receipt that is <u>itemized</u>
- Ordered items must be shipped to your RSD location, not your home
- We do not reimburse for Washington sales tax



Employee Reimbursement Request Guidelines & Requirements

Additional

- > Do **not** use any personal rewards cards:
 - Safeway, Fred Meyer, savings cards, etc.
 - Reward Credit Cards for cash back, mileage, points, etc.
- > Turn in form **monthly** do not accumulate and combine months' worth of expenses

Once your form is *complete*, turn it into Accounts Payable in the District Office for processing.

All reimbursement requests are due by the 5th of the month following that months expenses. Reimbursement checks will be distributed on payday with your monthly paycheck. In special circumstances reimbursement requests will be processed with the weekly AP check run.



Petty cash reimbursement must be requested through Accounts Payable. Petty cash is not ASB funds.

	able to employees of the district only
Jse to	reimburse for pre-approved small items of incidental expenditure only
The fo	lowing items cannot be reimbursed via petty cash:
0	Travel and subsistence
0	Hospitality or entertaining
0	Uniforms
0	Telephone costs
0	Equipment
The m	oney should be kept in a locked petty cash box under the control of the principal o
design	ee. Keep the petty cash fund secure by:
0	Not allowing other persons access to the petty cash box
0	Locking the petty cash box when it is not being used
0	Putting the petty cash box in the locked desk drawer at all times
Record	all petty cash transaction in the petty cash book/Excel daily
Balanc	e the petty cash book book/Excel at least weekly
Check	the balance in the petty cash book/Excel against the amount remaining in the pett
хос	
Purcha	ses made using petty cash must not be greater than \$50.00
You m	ust receive a receipt with every purchase
0	Missing receipts will not be processed
	Replenishing Petty Cash
	a purchase requisition. You must have a PO for the amount of petty cash you are ting to be reimbursed for



To see reports for you school/DAC follow these steps.

In the iVisions Web Portal: My Workflow > Purchasing & Payables > Reports

• Choose the report Vendors/Purchase Orders

Reynolds School District Visions Web Portal Online Workflow and Employee Self Service					
Home Employee Resources My Workflow Encur	nbrance Detail				
Tuesday, July 29, 2014	:: My Workflow » Reynolds	5 FY1415 ::	Amy Ford Logout		
Actions - iVisions Enterprise Menu	Actions- 😁 iVisions Enterprise	Display			
	Group: Reyno	lds FY1415 FY: 2015 DAC: RSD District Office			
	Selection Criteria				
🖶 🧵 General Ledger	Vendor Type:	All			
	Vendor Name:	All			
Purchasing & Payables	Project:	All			
Purchasing	Order Type:	All			
	PO Status:	All			
■-Vendors	DAC:	All			
ia-Reports	Requester:	All			
Vendors / Purchase OrdersPurchase Orders By Account	Ship To Location:	All			
-Orders By Requester		- MI			
Mailing Labels	Report Type				
Receiving Reports	O Vendor PO Total	s			
	O Vendor PO Histo	лгу			
P & P - Info-Link	O PO Pay History a	and Encumbrance			
Payroll	○ PO Aging	As of Date: 7/29/2014			
		Show Report			
			89		

- Change Order Type to Blanket or Purchase Order if you only want to look at one type
- Choose PO Status as Open
- Choose your DAC (can only run one DAC at a time, or All DACs)
- Leave all other selections as All
- Check the box next to PO Aging and change the date, if desired.
- Click OK



Follow these steps to check if a payment has been made against your PO.

In the iVisions Web Portal:

- Click on Purchasing & Payables Purchasing Control Panel
- Enter the PO number and click Apply
- Click on the line below with the PO information ONCE to highlight it yellow
- Click on Actions and choose "Print PO Pay History Report"

r, January 15, 2013	umbrance D	:Call			:: My Workflow	» Reynolds FY12	13 ::						Amy Ford
ns• iVisions Enterprise Menu= 9	Actions	iVisi	ons Enterpri	se Display									E
My Workflow (1)	Mana 00 Help	PO Pay Hist ge Documei	nts	Ap		up: Reynolds F	Y1213 FY: 2	013 DAC: RSI) District Office	•			
Purchase Requisitions (1) General Ledger	Se Print Req. No.:		A -		DAC: AI	I		•					
Purchasing & Payables	PO. No.: Vendor:	1306 All			Project: Al View: Al			* *					
Purchasing Control Panel Print Requisitions	7 7		how Paid Column										
Print Purchase Orders		. No.	Req. Date	Req. App.	Vendor Name	PO No.	R	PO Date	Amount	Status	Next Approver	DAC	Requ
L-Scan Document Receiving Vendors	> 5269		06/26/2012	Yes	ROYAL COMMERCIAL EQUIPMENT	130685	0	07/26/2012	\$25,000.00	Open	AP	RSD Nutrition	Kim U
Reports													
89 - 19 - 10 - 10 - 10 - 10 - 10 - 10 - 1													
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The following report will pop up

MULTNOMAH COUNTY SCHOOL DISTRICT #7 Purchase Order Pay History and Encumbrance Fiscal Year: 2012-2013 Vends: Order Type: DAC: P. O. Date Original Amount Requester: Ship To: P. No. Name of Vendor P.O. Date Original Amount Requester Order Type: Ship To: P.O. No. Name of Vendor P.O. Date Original Amount Requester Order Type: Ship To: 1662 2973 3100 0322 041 000 000 1 Invoice: 71142 Voucher: 1043 Order 255809 08/10/2012 \$52,747 1662 2973 3100 0322 041 000 000 1 Invoice: 71143 Voucher: 1043 Order 255809 08/02/012 \$52,747 1662 2973 3100 0322 041 000 000 1 Invoice: 71147 Voucher: 1043 Check: 255809 08/02/012 \$22,437 1662 2973 3100 0322 041 000 000 1 Invoice: 7134 Voucher: 1076 Check: 256176 08/06/2012 \$414.38 1662 2973 3100 0322 041 000 000 1 Invoice: 7134 Voucher: 1076 Check: 256176 08/06/0212 \$234.42
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1662 297.3100.0322.041.000.000 1 Invoice: 71511 Voucher: 1144 Check: 257058 10/25/2012 \$620.06
1662 297.3100.0322.041.000.000 1 Invoice: 71475 Voucher: 1121 Check: 256789 10/11/2012 \$160.00
1662 297.3100.0322.041.000.000 1 Invoice: 71518 Voucher: 1121 Check: 256789 10/11/2012 \$140.00
1662 297.3100.0322.041.000.000 1 Invoice: 71519 Voucher: 1121 Check: 256789 10/11/2012 \$120.00
1662 297.3100.0322.041.000.000 1 Invoice: 71505 Voucher: 1158 Check: 257360 11/15/2012 \$623.48
1662 297.3100.322.041.000.000 1 Invoice: 71880 Voucher: Check: 0 \$181.40
1662 297.3100.0322.041.000.000 1 Invoice: 71879 Voucher: Check: 0 \$365.75
PO Totals: \$25,000.00 \$9,294.30 \$15,705.70
Grand Totals: \$25,000.00 \$9,294.30 \$15,705.70
End of Report

This shows all of the invoices that have been paid, the check number they were paid on, and the date & amount paid.

You can see the bottom two invoices say "Check: 0" – this means that Accounts Payable has entered the invoice in the payables system, but no check has been cut yet.

- Reasons a check has not been cut:
 - An invoice has been received from the vendor but the receipt has not been received/attached to the PO
 - The invoice is waiting for the Thursday check run
 - The vendor is paid off of a statement and the statement has not yet arrived (see list below)



Vendors Paid Off Statements

- AMAZON
- BEST BUY
- CARQUEST
- FRED MEYER
- HOME DEPOT
- J THAYER
- LOWES
- NAPA
- OFFICE DEPOT
- OFFICE MAX
- STAPLES
- TARGET

**INVOICES ARE REQUIRED, BUT PAYMENT IS MADE ONCE PER MONTH AGAINST STATEMENT



All cash received must be secured in the school safe.

All cash must be receipted:

- The receipt must show the amount, the source, the date, the account to which it is to be deposited and whether it is cash or check
- Two people must count the funds to confirm deposit amount and initialed by both parties that verified the deposit amount

ASB Funds

All cash received from dues, sales, fund raising, etc., by the office for the ASB are to be deposited by each school (refer to <u>FEE SCHEDULE</u> for information on basic fees/whether they are ASB)

- Endorse the back of each check with a bank account stamp or by writing the following:
 - o "For Deposit Only, (ACCOUNT NUMBER), (SCHOOL NAME)"
- Complete a bank deposit slip
 - Make copy of deposit slip and attach backup for all receipts, including copies of checks
- The deposit should be taken to the bank weekly
 - Or, within one business day from when the total receipts are in excess of the following limit:
 - Elementary Schools \$1,000.00
 - Middle Schools \$2,000.00
 - High Schools \$10,000.00
- Place all cash, receipts and supporting forms in a locked, secure location
- It is the responsibility of the principal to see that bank deposits are made in a timely manner
- If your school does not have an ASB account, please contact Mail RSD Accounting for special instructions

District Funds

Cash received for the District is to be sent to the Finance Department in the District Office for deposit.

• Refer to <u>FEE SCHEDULE</u> for information on which fees go to the District





Reynolds School district #7 Administration Building 1204 NE 201st Avenue Fairview, OR 97024 503-661-7200 Fax 503-667-6932

FEE SCHEDULE July 1, 2018 through June 30, 2019

Transportation		41 50	per hour
Mileage			per mile
Fuel Price Over Rack Price			per gallon
Custodial & Nutrition Staff Use			per hour
		44.00	pernour
Early Entrance *			
Application for Early Entrance		20.00	
Evaluation for Early Entrance		130.00	
Student Planner & ID Card		8.00	per student
Planner Replacement			per replacement
ID Card Replacement			per replacement
Plastic Pouch Replacement			per replacement
Lanyard Replacement			per replacement
High School Specific			
ASB Pass		25.00	
Parking Permit		25.00	
Driver Education Courses	Reduced based on School Lunch Program		per session
Additional Transcript Fee	Over 1 year after Graduation	5.00	
Athletic User Fee			
	Middle School	High School	
Free	10.00	30.00	per activity
Reduced	20.00	60.00	per activity
Regular	40.00		per activity
	(Max of \$300.00 per f	amily per year)	
Instrument Rentals			
Middle School		15.00 - 50.00	per instrument/per month
Recorder (Music)		5.00	per recorder
PE Uniforms	đi	18.00	per uniform
School Logo Attire			
T-Shirts	(End of Year Discount \$2)	10.00	per shirt
Sweatshirts	(End of Year Discount \$5)		per shirt
Athletic Sweatshirts	(2.1.4.0) (0.4.1.0) (0.6.0)		per shirt
, and to bweatchin to		25.00	persint
Yearbook			
Elementary	(Location Decision)	10.00	per book
Middle School	(\$2 discount for Fall payments)		, per book
High School	(Increased \$5 after December 20th)		per book
At Cont Manual Includes			

At Cost Items Include:

AVID Binders, Lost Textbooks & Library books, New Code of Dress Items, Uniform Replacement, Logo Gear & Credit Card Fees

These steps are very important to follow as this process is part of the audit review

There are two different options available for collecting fees.

Option #1

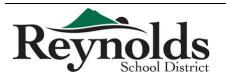
You can keep the funds **separate** from your ASB and write a receipt to every parent that comes in to pay the fees (this needs to be done in a *separate* receipt book specifically provided for the challenge day/communication fees).

- Parents would need to pay fees separately.
 - If they wanted to pay by check, they would need to write one check to RSD # 7 for the challenge day/communication fee, and another check to your school to cover any additional fees charged. This will comply with the auditor requirements.
- You will need to turn in the funds to the district office ASAP.
 - Funds should be sent to the district office securely in a *locked*, red envelope bag.
 - Initial registration runs until 7:00 pm and the district office is closed, so please lock the funds in a secure area (such as a safe).

Option #2

You can collect the challenge day/communication fees from the parents using a class list to keep track of which child has paid (use an Excel spreadsheet or other method of your choice).

- At the end of the day, the secretary will issue one receipt to the person that collected the funds after the funds have been verified, counted and initialed by both parties.
 - Please note check number or cash next to the child's name on the class list so we will be able to match correct funds to each child paid.
- The class list will then be stapled to the one ASB receipt as back up for your deposit.
- You would then deposit the funds into your ASB checking account.
 - You will need to create new categories within your ASB strictly for challenge day and communication.



- You would then issue a check to RSD #7 for the *total* amount in the challenge day/communication categories. At the end of the registration period and at the end of the year, your total amount in these categories should be zero.
- Make sure to attach your backup documents (class list) with the check issued to RSD specifying the amounts and category for each student's fee.
- Please make weekly deposits, **or** within *one* business day from when the total receipts are in excess of the following (refer to ASB Accounting Manual for further details):
 - Elementary Schools \$1,000.00
 - Middle Schools \$2,000.00
 - High School \$10,000.00
- Once the funds are deposited at the bank, issue a check to RSD #7 immediately following the deposit to insure your challenge day/communication fee categories remains at a zero balance.
 - With that, please do not issue a check every time you receive a \$1.50 fee. Once the initial registration is complete, a weekly or even bi-weekly check issuance is okay (a guideline of \$10.00 was given last year before issuing a check to RSD #7)
 - At fiscal yearend (June 30), your challenge day/communication fee category balances have to be zero.



July 1, 2018 to June 30, 2019

The Reynolds School District prepares the budget in accordance with the following:

- Oregon Local Budget Law (ORS 294), which provides standard procedures for the preparation, presentation and administration of the budget. Public involvement in budget preparation is mandated by this law. Oregon Budget Law requires the budget be balanced. Projected resources, which include beginning balance plus new year revenues, must equal projected requirements in each fund.
- The Oregon Department of Education (ODE), through the administrative rule process, requires chart of accounts that is used to classify revenues and expenditures. The Reynolds School District appropriates its expenditure budget at the major function level. The functional areas, as defined by ODE, are Instruction, Support Services, Enterprise and Community Services, Facilities Acquisition and Construction, Other Uses (mainly transfers), Contingency, and Unappropriated Ending Fund Balance.
- Governmental Accounting Standard Board (GASB) Statement 54, which defines the hierarchy of fund balance classifications which are bound by constraints on resources reported in the fund.

Preparation of the budget involves many steps and months of collaborative work by District Staff. Once a proposed budget is developed, the Superintendent presents it and the Budget Message to the Budget Committee. The Budget Committee then reviews the proposed budget and receives public comments. The Budget Committee recommends revisions to the budget if needed and then approves the budget and tax levy, and recommends adoption to the District's Board of Directors.

Once the Budget Committee approves the Proposed Budget and recommends adoption, the Board of Directors holds a public budget hearing to present the budget and adopts the budget and tax levy in June.

If, after July 1, 2018 the school district receives unanticipated revenue or a change in financial planning is required, a supplemental budget may be adopted to authorize a change in the budget within a fiscal year.

A supplemental budget cannot be used to authorize a tax levy.

The Board of Directors may adopt a supplemental budget at a regular public meeting if expenditures in the supplemental budget are less than ten percent of the annual budget of the fund being adjusted. If the expenditures are greater than ten percent, the Board must first publish the supplemental budget and hold a special hearing with the entire Budget Committee.





Budget Calendar July 1, 2018 to June 30, 2019

Board of Directors Meeting	July 11, 2018
V Board Appoints Budget Officer	
√ Board Considers 2018-2019 Budget Calendar for 2019-2020 Budget	
Internal/External Listening Sessions	<u>January 7, 2019</u>
√ January through March	
Publish 1st Notice of Budget Committee Meetings	<u> April 12, 2019</u>
√ 5 to 30 Days Before the 1 st Meeting (Gresham Outlook)	
Conduct 1 st Budget Workshop	April 11, 2019
Publish 2nd Notice of Budget Committee Meetings	<u> April 19, 2019</u>
√ 5 to 30 Days Before the 1 st Meeting (Gresham Outlook)	
Conduct 2 nd Budget Work Session	April 18, 2019
1st Budget Committee Meeting	<u>May 2, 2019</u>
Appoint Presiding Officer	
✓ Receive Budget Message	
Receive Proposed Budget Document and Discuss Relevant Changes	;
Respond to Questions from Budget Committee	
2nd Budget Committee Meeting	<u>May 9, 2019</u>
Receive Public Testimony	
V Budget Committee Deliberations	
Respond to Questions from First Meeting	
3rd Budget Committee Meeting (if needed)	<u>May 16, 2019</u>
Publish Notice of Budget Hearing (only once)	<u>May 24, 2019</u>
√ 5 to 30 Days Before the Hearing (Gresham Outlook)	
V Publish Financial Summaries	
Board of Directors Meeting - Conduct Budget Hearing	June 12, 2019
V Conducted by School Board	
√ Open to Public	
Run Budget Hearing Concurrent with Board Meeting	
Board of Directors Meeting - Enact Resolutions	June 12, 2019
Adopt Budget, Authorize Appropriations & Impose and Categorize Ta	
√ Amend 2018-19 Appropriations (if necessary)	
Submit Tax Certification Documents	July 15, 2019
√ To County Assessor Office by July 15, 2019	
 ✓ File Budget Document with County Recorder and Designated Agencie 	26
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This booklet is produced by the Reynolds School District Finance Department, June 2018.

Finance Department Staff

Cynthia Le – Director of Finance

Summer Harrison – Payroll Specialist Amy Ford – Accounts Payable Nuthathai Nicolaescu – General Ledger Technician Becky Nino – Budget Specialist Janet Novak - Receptionist Regina Sampson – District Accountant Connie Taylor Nelson – Purchasing / Accounting Specialist Shelley Foreman – Payroll Specialist



Reynolds School District Vision & Mission

Vision: Each and every child prepared for a world yet to be imagined.

Mission: Each graduate embraces lifelong learning and applies skills in technology, global literacy, creativity, and critical-thinking to enhance family, career and community.







The accounting code structure is designed to provide consistent classification of expenditures to allow valid spending comparisons among schools and districts throughout the State of Oregon. The financial accounting system complies with Generally Accepted Accounting Principles (GAAP).

The Finance Department uses budget account codes with the following categories for expenditures:

Fund – Function – Object – Location – Area – Sub-area

Fund \rightarrow Funding Source

Function \rightarrow Purpose

 $\mathbf{Object} \rightarrow \mathsf{What}$

Location \rightarrow Where / Building

Area → Curriculum Specialties / Programs / Departments

Sub-area \rightarrow Further defines purpose

Object Codes for Substitutes

Substitute Object Codes	Process to Acquire Sub	Who's Calling for Sub
0121 - Licensed RSD Employee ESS Sub	Aesop	Use ESS Sub Calling System
0122 - Classified RSD Employee ESS Sub	Aesop	Use ESS Sub Calling System
0134 - Licensed Subs - Principal Use	Time Clock Plus	You call for sub
0135 - Classified Subs - Principal Use	Time Clock Plus	You call for sub
0138 - Kinder RSD Employee ESS Sub	Aesop	Use ESS Sub Calling System
0313 - 30 Day Kindie EAs	Aesop	Use ESS Sub Calling System
0314 - ESS Licensed Subs – Contractual Use	Aesop	Use ESS Sub Calling System
0315 - ESS Classified Subs – Contractual Use	Aesop	Use ESS Sub Calling System
0316 - ESS Licensed Subs – Principal/Dept. Use	Aesop	Use ESS Sub Calling System
0317 - ESS Classified Subs – Principal/Dept. Use	Aesop	Use ESS Sub Calling System

Fund

Fund – Governmental accounting systems are organized and operated on a fund basis. The diverse nature of governmental operations and the need for legal compliance preclude recording and summarizing financial transactions in a single accounting entity. Instead, the required accounts are organized on the basis of independent funds.

General Fund – Revenues and expenditures for instructional programs, daily operations of our schools and general functions of our school district. The revenues primarily come from State School Fund and Property Taxes.

100 General Fund



Federal Funds (201-246) – Grants that are restricted for specific educational projects. Principal revenue source are federal grants.

201	Current Year Title I Funds - (Kate)	217	IDEA Enhancement – (Michelle)
202	Prior Year Title I Funds - (Kate)	218	Current IDEA B – (Michelle)
204	Prior Year School Improvement - (Kate)	219	Prior Year IDEA B – (Michelle)
205	Current Year School Improvement - (Kate)	220	IDEA Pre-School – (Michelle)
206	Current Year Title IIA - (Kate)	221	IDEA Extended Assessment – (Michelle)
207	Prior Year Title IIA - (Kate)	224	Title IV – Student Support & Academic
208	Prior Year Title III - (Kate)		Enrichment (Kate)
200		227	Post School Outcomes (Michelle)
209	Current Year Title III – (Kate)	220	
210	Current Year SIG Cohort 5 – (Kate)	230	SPR&I – (Michelle)
		232	Foster Care Transportation
211	Prior Year SIG Cohort 5 – (Kate)	222	
213	Immigrant 17-19	233	McKinney Vento – (Kate)
	-	234	SIG Cohort – (Kate)
214	Title VII – (Kate)	225	SIC Cobort 16 17 (Kata)
		235	SIG Cohort 16-17 – (Kate)

State Funds (251-295) – Grants that are generally restricted for specific educational projects. Principal revenue from state and local grants.

251	Drivers Education	270	MYC Fee for Service
252	E-Rate Technology	271	Outdoor School (Measure 99)
253	Energy Efficient Schools – SB 1149	272	CTE Pathways – (Chris)
255	Mt Hood Cable Regulatory Commission	274	Career Education (Measure 98)
256	Other Contracts & Grants	275	Peek 8 Grant
257	Contract Fuel Sales	278	MYC PIC (Partners in Conservation)
258	Clearing Account	283	Miller Family Grant
260	Student Body Account	285	Summer Works Grant – (Michelle)
261	Non ASB	286	Youth Transition Program
262	Reynolds Education Foundation	289	State Dyslexia Training (Michelle)
263	Project Lead the Way (PLTW)	291	HB3499 ELD Transformation & Target
265	Seismic Grant 2017 - Alder		District Award – (Kate)
268	PPS / Columbia Regional Autism	293	RLA MHCC Head Start Program



Other Funds (297-730) - Revenues received which require their own fund due to the specific nature or requirement. Fund types included here are Special Revenue Funds, Debt Service Funds, Capital Projects Funds and Trust and Agency Funds.

297	Nutrition Services	400	Capital Projects
298	Early Retirement	415	2015 Capital Projects
299	Insurance Reserve	417	School Improvement Projects QZAB
300	Debt Service	721	RSD AVID Scholarship
315	2015 Debt Service		
350	PERS Bond		
	Function		

1000 Instruction – Activities dealing directly with the teaching of students, or the interaction between teacher and student. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, or in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as computer instruction applications, television, radio, telephone and correspondence. Included here are the activities of instructional assistants of any type that assist in the instructional process. Expenditures for teachers' travel within the District in connection with teaching assignments are considered costs of instruction.

1111	Elementary School Programs	1225	Out of District Programs
1113	Elementary School Extracurricular	1227	Extended School Year Programs
1121	Middle School Programs	1229	Functional Learning Skills
1122	Middle School Extracurricular	1250	Less Restrictive Programs
1131	High School Programs	1251	Charter Schools Less Restrictive
1132	High School Athletics		Programs
1133	High School Activities	1271	Remediation
1155	Tigh School Activities	1272	Title I A/D
1210	Programs for the Talented and		-
	Gifted	1280	Alternative Education
1220	Restrictive Programs for Students with Disabilities	1288	Charter Schools
with Disabilities		1291	English Language Learner
1223	Community Transition Centers	1200	Other Brograms
1224	Special Education Life Skills	1299	Other Programs



2000 Support Services – Services which provide administrative, technical, personal (such as guidance and health), and logistical support to facilitate and enhance instruction. Support Services exist to sustain and enhance instruction, and would not otherwise exist if not for the instructional program.

2110	Attendance and Social Work Services	2520	Fiscal Services
2445		2528	Risk Management
2115	Student Safety	2541	Facilities Direction
2120	Guidance Services	2542	Facilities Upkeep
2122	Positive Behavior Supports	2543	Grounds Services
2130	Health Services	2544	Maintenance Services
2140	Psychological Services	2545	Building Fixed Costs
2150	Speech Pathology and Audiology Services	2546	Safety Programs
2160	Other Student Treatment Services	2549	Other Operations & Maintenance
2190	Service Direction, Student Support	2550	Student Transportation Services
	Services	2558	Special Education Transportation
2210	Improvement of Instructional		Services
2244	Services	2559	Other Student Transportation Services
2211	Teaching and Learning		Services
2219	Other Improvement of Instruction	2573	Warehousing and Distributing Services
2220	Educational Media Services	2574	Print Services
2230	Assessment and Testing	2620	
2240	Instructional Staff Development	2620	Grant and Development Services
2310	Board of Education Services	2630	Communications Services
		2640	Staff Services
2320	Executive Administration	2642	Recruitment Services
2321	Office of the Superintendent Services	2660	Technology Services
2410	School Administration	2680	Interpretation & Translation Svcs
2490	Other School Admin Support Services	2690	Other Support Services – Central
		2700	Early Retirement



3000 Enterprise and Community Services – Activities concerned with operations that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs of providing goods and services to the student or general public are financed or recovered primarily through user charges and community programs.

3100	Food Services	3210	Fuel / DHS Reimbursable Expense
3101	Summer Program Waiver	3300	Community Services
3102	Nutrition Services Grant	3320	Community Recreation Services
3103	CACFP – Supper	3363	Community Partnership
3104	Summer Feeding – Hunger Free Oregon	3390	Other Community Services/ Parent Involvement
3106	Farm to School Grant	3500	Child Care Services

4000 Facilities Acquisition and Construction – Activities concerned with the acquisition of land and buildings; major remodeling and construction of buildings and major additions to buildings; initial installation or extension of service systems and other built-in equipment; and major improvements to sites. Major capital expenditures, which are defined as capital expenditures that are eligible for general obligation bonding, are recorded here.

4150	Building Acquisition / Development	4153	2015 Bond Construction – Year 3
4151	2015 Bond Construction – Year 1	4154	2015 Bond Construction – Year 4
4152	2015 Bond Construction – Year 2		

5000 Other Uses – Activities included in this category are servicing the debt of a district, conduit-type transfers from one fund to another fund and apportionment of funds by ESD.

5110 Long-Term Debt Services	5200	Transfers of Funds
------------------------------	------	--------------------

6000 Contingencies (for budget only) – Expenditures which cannot be foreseen and planned in the budget process because of an occurrence of an unusual or extraordinary event.

6110 Operating Contingencies

7000 Unappropriated Ending Fund Balance – An estimate of funds needed to maintain operations of the school district from July 1 of the ensuing fiscal year and the time when sufficient new revenues become available to meet cash flow needs of the fund.

7000 Unappropriated Ending Fund Balance



Chart of Accounts

Object

100 Salaries – Amounts paid to employees of the district who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the district.

0111	Licensed Salaries	0128	Travel Allowance
0112	Classified Salaries	0129	Cell Phone / Data
0113	Administrators	0130	Overtime
0114	Supervisors	0131	Extra Duties—Coaching
0115	JROTC	0132	Extra Duties—Extra Curricular
0116	Supplemental Retirement Stipends	0134	Licensed Substitutes – TCP –
0117	Group Term Life		Principal/Dept Use
0118	Longevity Pay	0135	Classified Substitutes – TCP – Principal/Dept Use
0119	Tax Shelter Annuity	0136	Stipend – Principal Use
0120	Stipends	0137	Sick Hours Paid Out - Licensed
0121	Licensed RSD Employee ESS Sub	0141	Licensed Roving Substitutes
0122	Classified RSD Employee ESS Sub	0142	Classified Roving Substitutes
0123	Tutoring	0151	Additional Compensation—
0124	Non-Licensed Temporary		Licensed
0125	Temporary—Licensed	0152	Additional Compensation— Classified
0126	Vacation Pay—Classified	0154	Interpreter/Translator

200 Associated Payroll Costs – Amounts paid by the district on behalf of employees; these amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments, and, while not paid directly to employees, nevertheless are part of the cost of salaries and benefits.

0211 Public Employees Retirement	Public Employees Retirement System Employer Contribution	0231	Workers' Compensation
0212	PERS Pickup	0232	Unemployment Compensation
-		0240	Contractual Employee Benefits—
0213	PERS Bond		Insurance
0220	Social Security Administration	0241	Life and LTD



0242	EAP	0247	Tuition Reimbursement – Classified
0243	Insurance Pool		Tuition Reimbursement – Administrators
0245	Retiree Paid Insurance	0240	
0246	Tuition Reimbursement – Licensed	0249	Administrator Professional Development

300 Purchased Services – Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

0310	Instructional, Professional, and Technical Services	0332	Non-reimbursable Student Transportation (field trips, athletics, etc.)
0312	Instructional Programs/ Improvement Services	0333	Other Student Transportation - Federal
0313	ESS - 30 Day Kindie EAs	0225	
0314	ESS – Licensed Subs- Contractual	0335	Other Student Transportation— Private
0315	ESS – Classified Subs - Contractual	0336	Other Student Transportation— Public
0316	ESS – Licensed Subs – Principal/Dept Use	0227	SEC Chaine / DUG Offerst
		0337	SES Choice / DHS Offset
0317	ESS – Classified Subs – Principal/Dept Use	0340	Travel
0318	Professional and Improvement	0351	Telephone
	Costs for Non-Instructional Staff (workshops, etc.)	0353	Postage
		0354	Advertising
0321	Cleaning Services	0255	-
0322	Repairs and Maintenance Services	0355	Printing and Binding
0224		0360	Charter School Payments
0324	Rentals	0370	Tuition
0325	Electricity	0371	Tuition Payments Within State
0326	Fuel		
0327	Water and Sewage	0373	Tuition Payments to Private Schools
0328	Garbage	0374	Other Tuition
0329	Other Property Services	0380	Non-Instructional Professional & Tech Services
0331	Reimbursable Student Transportation (to school and back to home; instructional field trip)	0381	Audit Services
		0301	Addit Jel Wies
		0382	Legal Services



0383	Architect/Engineer Services	0389	Other Non-Instructional,
0388	Election Services		Professional, and Technical Services

400 Supplies and Materials – Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

0409	Tires and Batteries	0419	Diesel Gasoline
0410	Consumable Supplies and Material	0420	Textbooks
0411	Food Purchases	0430	Library Books
0412	Parent Involvement	0440	Periodicals
0413	Commodities	0460	Non-Consumable Supplies and Materials
0414	Testing & Assessment Materials		Waterials
		0470	Computer Software
0415	Consumables Department Specific	0.400	
0417	Consumable Supplies—Vehicles	0480	Computer Hardware
		0495	Vandalism
0418	Parts Transportation		

500 Capital Outlay – Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; additional equipment; and replacement of equipment.

0520	Building Acquisition	0550	Depreciable Technology
0530	Improvements Other Than	0560	Depreciable Transportation
05.40	Buildings	0564	Bus and Capital Bus Improvements
0540	Depreciable Equipment	0590	Building Improvements

600 Other Objects – Amounts paid for goods and services not otherwise classified above. This includes expenditures for the retirement of debt, the payment of interest on debt, payments to a housing authority, and the payment of dues and fees.

0610	Redemption of Principle	0653	Property Insurance Premiums
0620	Interest	0655	Insurance / Judgements / Settlements
0640	Dues and Fees		Settlements
		0670	Taxes and Licenses
0651	Liability Insurance		
0652	Fidelity Bond Premiums	0690	Indirect Charges



700 Transfers – This object category does not represent a purchase; rather it is used as an accounting entity to show that funds have been handled without having goods and services rendered in return. Included here are transactions for interchanging money from one fund to the other and for transmitting flow-through funds to the recipient (person or agency).

0710 Fund Modifications

800 Other Uses of Funds – Amounts set aside for operating contingencies for expenditures which cannot be foreseen and planned in the budget because of the occurrence of some unusual or extraordinary event. Also includes amounts reserved for the following year.

0810	Operating Contingencies— Committed		0812	Operating Contingencies— Unassigned
0811	Operating Contingencies— Assigned		0820	Reserved for Next Year
		Location		

Location (Operational Unit) – These codes are used to identify particular schools or non-school cost centers, such as central programs or departments. These are defined by the school district but are required for state reporting purposes because expenditures are reported at the school level rather than the district level.

001	Arthur Academy	015	Troutdale Elementary
002	MLA	016	Wilkes Elementary
004	Rockwood Prep Academy (formerly KNOVA)	017	Alder Elementary
006	St. Therese	018	Davis Elementary
007	Portland Lutheran	019	Hartley Elementary
008	Four Corners	021	HB Lee Middle
009	Woodland	022	Reynolds Middle
010	Salish Ponds Elementary	023	Walt Morey Middle
011	Fairview Elementary	026	Edgefield Campus
012	Glenfair Elementary	031	Reynolds High
013	Margaret Scott Elementary	038	Outward Bound
014	Sweetbriar Elementary	039	RLA West



Chart of Accounts

041	Administration	062	Columbia Christian
050	CAL	064	Community Transitional
057	MHCC Middle College		
		Area	

Area of Responsibility – These codes designate the curriculum areas, provide further program information, or allow additional tracking for management information purposes.

045	Communications	092	TAG
046	Print Services	093	AVID
047	Maintenance & Facilities	097	Nutrition Services
048	Operations	100	Language Arts
049	Transportation	110	Social Studies
050	General Classroom Instruction Primary	120	Science
051	EA Kinders	130	Art
052	Business Services	131	Music
053	Teaching & Learning	132	Drama
054	IT	133	Arts Tax
055	Library/Media	134	Arts & Communications Building
056	HR	170	Drivers Education
057	Board of Education	180	Mathematics
059	Office of the Superintendent	190	Health education
060	General Classroom Instruction Secondary	200	PE/Wellness
063	Community Services	210	World Languages
070	Office of the Principal	230	Athletics
072	Homeless	231	Activities
075	DHS	232	Athletic Trainer
			Finance



Chart of Accounts

235	Dream School	428	ODE – Post School Outcomes
240	Graduation	429	Boeing Grants
245	Credit Recovery	430	Multco Health Ed PD Grant
249	MHCC CTE	432	Multco School Based Health Planning Grant
250	Activities	493	Vending Machine
260	Technology	494	Donations
265	POIC – High School	495	REF Grants
266	Open Meadow – Middle School	510	JROTC
267	NGC (9 th Grade Counts)	520	Business/Management Cam Strand
270	Leadership	522	Voc-Ed Culinary
274	Library	525	Voc-Ed G1 Metals
275	Senior Inquiry	527	Voc-Ed Computer Information Systems
280	ELL Programs	528	Voc-Ed G2 Woods
290	Student Services - Non-SPED	534	Voc-Ed G2 Early Child Ed
320	Special Education	548	Kaiser Donation – AVID Mock Trial
340	CEIS	549	Kaiser Volunteer Grant
400	JC Penney Grant	550	Industrial/Engineering Cam Str -
401	Outdoor School	FF 1	Construction
404	Intel – Score with Intel	551	Voc Ed-Auto Technology
405	Foster Care	552	Project Lead the Way
407	Safe Routes to School Project	553	Voc Ed-Graphics
412	Greater Milwaukie Grant	570	Early Entry Evaluation
413	Lowes Grant	612	Equities
419	Teen Parent Day Care Grant	650	Construction Cost
423	ODE - CTE - CIS	651	Jurisdictional Fees
424	ODE - CTE - Construction	652	District Costs
425	ODE - CTE – Graphics	653	Design Fees



	5	Sub-Area	
900	State & Other		
820	Other Federal	950	Admin Projects
800	Title	927	Pool
700	Transfers	926	Emergency Event
661	HVAC	924	Ops Support
660	Roof	920	Other Funds (298,299,3XX,400,7XX)
654	Construction Administration	901	Debts

Sub-Area of Responsibility – Districts often add another account code dimension to classify expenditures for particular purposes at their discretion. Sub-areas provide further program information, or allow additional tracking for management information purposes.

001	1.5% Solar	030	NWESI (Commissioning)
010	Reimbursable	031	PBS (Hazmat)
011	Secure Vestibules – Alder	032	Carlson Testing (Special Insp)
012	Secure Vestibules – Davis	033	Kittleson (Traffic Engineering)
013	Secure Vestibules – Glenfair	034	Chase Jones (Surveying)
014	Secure Vestibules – Hartley	035	GeoDesign
015	Secure Vestibules – Salish Pond	036	RLB (Cost Estimator)
016	Secure Vestibules – Scott	037	JLA (Communications)
017	Secure Vestibules – Sweetbriar	038	NIS (LVIT Cx)
018	Secure Vestibules – Woodland	042	HVAC Projects
019	Secure Vestibules – HB Lee	043	Roof Projects
020	Secure Vestibules – Reynolds Middle	044	Seismic Grant Match
021	Secure Vestibules – Walt Morey	045	2017 Alder Montessori
022	Secure Vestibules – RLA West	050	Non-Secure Vestibules
023	Secure Vestibules – RLA East	052	Insurance Tracking



Chart of Accounts

- 055 TimeClock Plus
- 071 Furniture
- 072 Tech Equipment
- 073 Fire Life Safety
- 074 Security Systems
- 075 Kitchen Equipment
- 076 Drinking Water Mitigation
- 077 Playground Equipment

- 078 Abatement Work
- 079 Flooring Work
- 401 Facilities Related Impact
- 402 Bond Related Impact
- 951 Furlough Days
- 971 Breakfast 30 cents
- 972 Lunch 40 cents



We hope this document has been informational and that it will enhance your knowledge of the district's chart of accounts. For future reference, it has been posted on the district website at https://intranet.rsd7.net/general/page/business-forms.



The following guide includes the step-by-step process of entering a Budget Journal Entry. This will replace the old paper/scan/email process for Budget Transfer Requests.

Entering in Budget Journal Entries (Budget Transfer Requests):

In the Web Portal Home page:

- Click on My Workflow.
- Click OK for the connection group.
 - Be sure that you choose the correct connection group: Reynolds FY1819.
- In the Tree on the left click on General Ledger.
- Click on Journal Adjustments.
- Click on Budget Journal Entry.
- To add a new Entry click on the green "+".

Budget Journal Entry Information:

G/L Date: This will default to the current date.

Memo: This is where you put your reason for the request. Please be as detailed as possible, both for audit purposes, and so we can always go back and see why we made the adjustment to the budget.

Reference: This should always be Budget Adjustment.

Budget Type: This will default to Working FY19.

Budget Journal Type: This will default to Adjustment.

Once you have those details filled out, you can now start entering account numbers.

- Click on the green "+".
- Enter the account code.

Note: As you enter the account code, it will auto-populate possible account codes that you have access to, along with their descriptions. As you click on one of these, it will auto-fill the Description for you.

- Enter the amount under Debit (To) or Credit (From).
- Click on Save.

After saving, you should now see it under your Budget Journal Entry screen.



Group: Reynolds FY1415 FY: 2015 DAC: RSD District Office Memo: Transferring \$100 from Consumables to Non-Consumables for the purchase of a new Laminator G\L Date: 12/8/2014 III								Enter all the information in this top section prior to entering in		
Reference: BUDGET ADJUSTMEN	⊺ ▼ Budget Type:	Working F	Y15 •	Budget Journal T	pe: Adjustm	ient	*	account codes below to prever errors.		
Y 2 2 ⊕ 3 ¥	inport To							Click on this to add a new line		
Account		Account Detail	Description	De	bit	Credit		below		
100252004					\$0.0		\$0.00			
Account	Description	1						As you enter the account code		
100.2520.0410.041.052.000	Fiscal Service	es - Consuma	ble Supplies, Material					the system will auto-populate possible account codes that yo		
100.2520.0440.041.052.000	Fiscal Service	es - Periodical	s					have access to.		
100.2520.0460.041.052.000	Fiscal Service	es - Non-Con	sumable Supplies							
100.2520.0470.041.052.000	Fiscal Service	es - Computer	r Software							
100.2520.0480.041.052.000	Fiscal Service	es - Computer	r Hardware Non Capital				۰.			
		Save	Cancel							

Note: You can also click on the Account Detail folder with the magnifying glass to see all the information regarding the account code you have entered. This is the same information that shows up on your General Ledger Report Writer reports, and is an easily accessible tool to help you make sure you do not move more money than you actually have remaining in any particular account code.

	Gr	oup: Reynolds F	1415 F	V: 2015 DAC: RSI) District Offi	ce			
Glu Date: 12/8/2014 Memo: Transferring \$100 from Consumal Laminator.						he purchase of a nev			
Reference: BUDG	ET ADJUSTMENT	* Budget Type:	Working F	¥15 *	Budget Journ	al Type: Adjus	tment	-	
8 2 2 +	Expo	rt To 👻							
Account			Account Detail	Description		Debit	Credit		
100.2520.0410.041.0	52.000	- (Fiscal Services - Co	nsamable Suppl			icon, y	king on the Account Detai you can see all the
Account Deta	il		\bigcirc	×	Consumable	\$10	0.00 50.	2000	nation regarding the nt code you entered.
Account:	100.2520.0410.041.	052.			1-				
Budget: YTD Transactions:	\$38,231.25 \$22,286.24	Account Budge	t: \$38,231	1.25	<				
Encumbrances:	\$15,945.01	FTE:	0					<u>*</u>	
	\$0.00								
Pending Requisitions:	\$0.00	Control Group:						_	
Pending Invoices:	\$0.00								
Uncommitted Balance:	\$0.00								
Durancer			0	K					
bunneer			·						



As the originator (creator) of the Budget Journal Entry, simply saving it does not send it to the next approver. You must first approve your own Entry.

Approve Budget Journal Entries:

- Click on My Workflow.
- Click on Budget Adjustments. Note: This should now be bolded with a number after, ie. "Budget Adjustments (1)".
- Check the Budget Journal Entry you wish to approve, then click Approve.
- When the prompt comes up that asks, "Are you sure you wish to approve the selected request(s)?" click OK.

Note: It should now be gone from you Workflow and sent to the next approver.

To check on the status of a Budget Journal Entry:

- Click on General Ledger.
- Click on Journal Adjustments.
- Click on Budget Journal Entry.

On your Budget Journal Entry screen, find your Entry, and scroll to the column that says Approver. That will tell you whose Workflow it is currently under, waiting for their Approval.

Once it has been approved by all the people in the Workflow, it will say "GL". This means it is ready to be posted (processed). Once it is posted, the Status column will say Closed instead of Open. This indicates that the Budget Journal Entry has been Approved and processed, and you should now see the resultant changes in your General Ledger Report Writer reports.

Note on Approval Process:

After approving the Entry yourself, it will go to your Administrator next for approval. After that, it will go on to any additional Administrators (eg. Title) if necessary, and then final Approval by the Finance Department.





Expenditures must be:

- Included in your school's Title IA plan
- Allowable under the grant's guidelines
- Supplemental
- Reasonable and necessary to carry out the program

Supplement

- Services are in addition to those which are provided from general fund sources
- Core instruction for all students is funded from local funds, not federal grants

Supplant

Using federal dollars to provide:

- A required program
- Services to some students from federal grants while using local sources to provide the same services to others

Title Funds

To be spent in:

- Instruction including extended day/year
- Parental engagement all title schools are required to spend at least 1% of the school's allocation on parent / family involvement
- Professional development school improvement schools are required to spend at least 10% of their Title IA allocation on professional development



Record Keeping

- Absence of adequate documentation is a basis for repayment of funds. If salaries are involved, then time distribution records are required
- Time and Effort monthly documentation provided after the fact showing how an employee's duties were split between multiple funding sources, once of which is a federal grant. The form must be signed by the employee and supervisor
- Assurances semi-annual certification used when a staff member is paid in total from a single federal fund. The form must be signed by the employee and supervisor

Inventory Requirements

- Must be maintained for 5 years after disposal
- Lists equipment purchased for \$50 or more
- Indicates location of equipment within the school
- Master inventory list kept at District Title IA office
- Marked with a tag showing funding source, i.e., "Property of Title IA"



EDUCATION

Guidance on Student Incentives using School Improvement Grant funds

Sources of Guidance for this Communication:

OREG

- OMB Circular A-87 (Office of Management and Budget, Revised 05/10/04)
- Guidance of Fiscal Year 2010 School Improvement Grants (US Department of Education, November 1, 2010)
- Handbook on Effective Implementation of School Improvement Grants (Center on Innovation & Improvement, 2009)

Support for the use of incentives as a method of increasing student achievement and positive behavior is briefly referenced in the School Improvement Grant (SIG) guidance in E-12 which states:

Extra time or opportunities for teachers and other school staff to create and build relationships with students can provide the encouragement and incentive that many students need to work hard and stay in school.

After research and discussion, the Oregon Department of Education (ODE) supports the following guidelines:

Incentives are allowable as long as the school has a clearly stated purpose for doing so and the incentives are part of a larger system of behavioral supports intended to lead to improved academic achievement, attendance and school engagement, reduced drop-out rates, etc. The system and the use of incentives must be sustainable over time and data must support continued use. The following guidelines are to be observed:

- The incentive is not the objective, but rather a tool to achieve the desired outcome and is an element of a program of behavioral supports broadly and consistently applied.
- Schools should institute incentives that are low cost and related to the desired behavioral patterns. In the SIG guidance, "an SEA must assure that the proposed use of funds is reasonable and necessary."
- Data on the effectiveness of the program is collected, analyzed, and effectively evaluated.
- In deciding on the types of incentives, consideration must be given to the district's responsibility to the public at large and to the Federal Government's objectives through the SIG program. ODE has determined that incentives cannot include cash awards or gift cards to students.

For further clarification or information, please contact:

Russ Sweet, Education Specialist ESEA Title IA (503) 947-5638 russ.sweet@state.or.us Jesse Parsons, Education Specialist School Improvement (503) 947-5602 jesse.parsons@state.or.us

Appropriate Use of Title I Funds NOTE: Targeted Assistance Programs have stricter requirements. Funds may only be allocated toward the specific, identified students and their parents. Materials may not be used by the general school population.

Expenditure Category	Appropriate Use Examples	Not Allowable Expenses
Direct support for student achievement in core academic areas, which is supplemental to the regular program	 Intervention programs beyond the district core curriculum Includes programs such as Read Well, Rewards, Corrective reading, Partner math games Additional personnel to provide supplemental assistance Includes Paraprofessionals, Resource teachers Extended learning opportunities Includes additional time for a kindergarten program, after-school tutorial program, or summer school program 	 Shelving for a classroom Supplies for crafts, paints Entry fee for Jay C Relays Print for all reading programs Paper for computer labs or classrooms Gift cards Texts for District adopted curriculum
Professional development, in school plan, for core academic areas (math, writing, reading)	 Consultant brought into school for targeted area Site specific professional development Includes staff salaries, food (according to district guidelines), resources for professional development, trainer expenses Conferences (most appropriate when sending a team in a targeted area) Includes travel expenses (mileage, hotel, air, etc.) and registration 	 Professional development on non-core areas (art, science, health, etc.) Gift cards
 Parent Involvement Goals: Shared accountability for high academic achievement and build parents' capacity for using effective practices to improve their own children's academic achievement Provide assistance to parents in understanding topics such as state academic standards, assessments, monitoring progress, and working as partners. Provide materials and trainings to help parents work with their child to improve achievement. Educate school staff in the value of parent contributions and how to reach out to, communicate, and work with parents as equal partners. 	 Academic focused parent nights Partnership planning/work sessions with staff and parents in attendance Parenting skills classes 	 Postage cost of sending report cards home Presentations at family nights that do not meet the academic goals of the school's Title I plan. Examples: karate demonstration, OMSI presentation on snakes, dance theatre. Childcare for your parent club meeting Buying gifts for volunteer parents Food,/expenses for back-to-school night Gift Cards Volunteer recognition

CRACK THE PAYROLL CODE

Have additional or temp hours?

RECORD HOURS FOR EVERY DAY WORKED

Take these steps to make sure you get paid on time!

• GET THE CODE



Make sure you have the appropriate job code(s) from your principal/administrator before working.

• RECORD EVERY DAY BY 10AM

Make sure you record your time worked in TimeClock Plus with the appropriate job code <u>no later than 10am the following day</u>.

• DO NOT WAIT

To speed up payroll processing, do not wait until the last day of the month to enter additional hours.

• KNOW YOUR TIMELINE

Make sure you know your payroll processing cut-off time. Late entries slow payroll for everyone!

Questions? Email timeclockplus@rsd7.net for help!

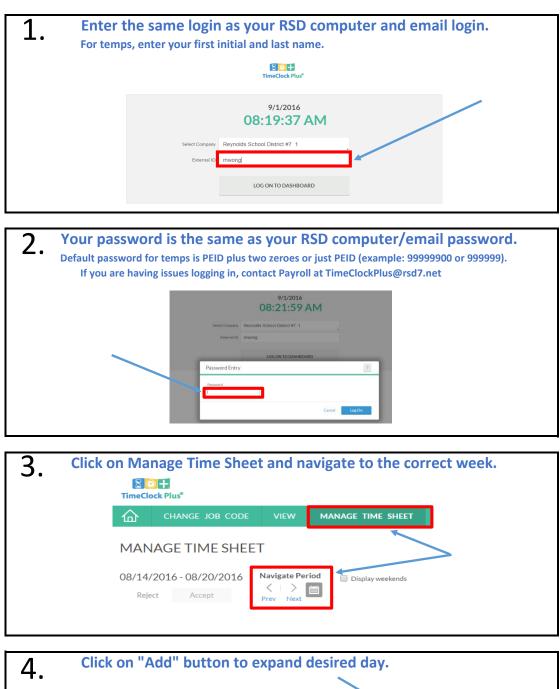
Learn more about TimeClock Plus here: TimeClock Plus[®] www.reynold[§].k12.or.us/district/timeclock-plus



Quick Guide All Staff



Google Chrome Recommended: https://rs3.tcplusondemand.com/app/webclock/#/EmployeeLogOn/92594

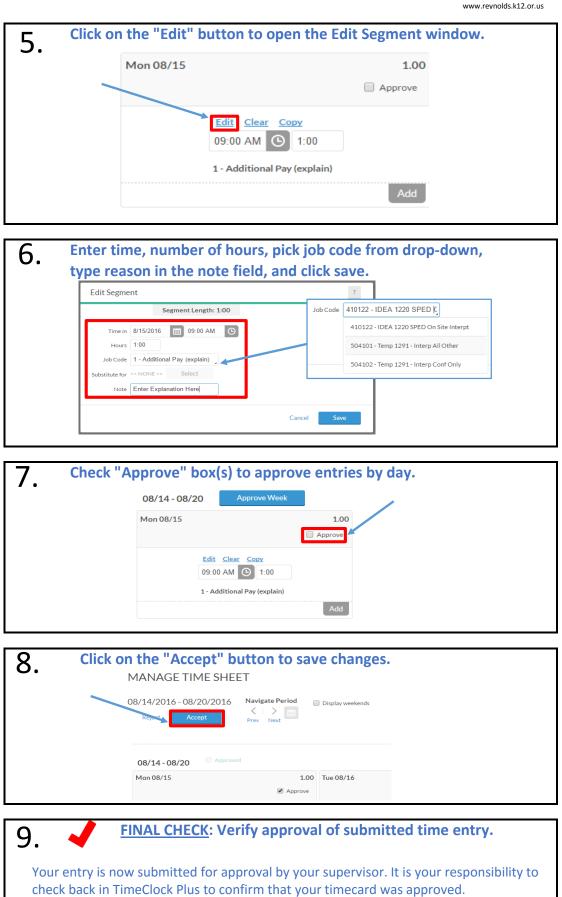






Quick Guide All Staff











WHAT IS TimeClock Plus?

A replacement for the yellow paper time cards you have been using to record Additional Pay / Hours Worked. These are extra hours worked beyond your regularly scheduled work day. Some of these hours might include On-Call, Title 1 Work Shop, Curriculum, Drivers Ed, Media, SPED One-on-One and general extra hours worked in your regular position (as approved by your Supervisor, Principal, Manager).

WHEN WILL TimeClock Plus BE IMPLEMENTED?

TimeClock Plus will be rolled out in two phases:

Phase 1: All Schools	September 2016
Phase 2: All Departments	January 2017

WHERE DO I GO TO SIGN-IN, SO THAT I MAY ADD MY EXTRA HOURS WORKED?

You may use your personal or school-issued computer if you have internet access. If you do not have a computer assigned to you, please check with your Principal or Supervisor on protocol for your particular school/department.

TimeClock Plus is NOT available for your Android/IOS phone at this time.

MAY I USE MY COMPUTER AT HOME OR AT SCHOOL?

Yes, this timekeeping system is web based and secure. The link will be available on the Reynolds District intranet and iVisions Web Portal.

There will be 2 computers available at the District Office. Ask your secretary if your location has a computer available for TimeClock Plus entry.

WHAT IS THE WEBSITE ADDRESS?

https://rs3.tcplusondemand.com/app/webclock/#/EmployeeLogOn/92594







WHAT IS MY LOGIN INFORMATION?

Your username and password is the same as your RSD computer and email login.

WHAT IS THE LOGIN INFORMATION FOR TEMPORARY EMPLOYEES?

For temps, enter your first initial and last name. The default password for temps is either PEID plus two additional zeroes or just PEID.

Example Username: mjordan Example Password: 99999900 or 999999

WHAT HAPPENS IF I HAVE TROUBLE LOGGING IN?

Email <u>TimeClockPlus@rsd7.net</u> for assistance.

WHAT WILL I NEED IN ORDER TO ADD MY TIME?

You will need to know the **date worked**, **amount of time** (hours, minutes) and the **Job Code** to be charged.

WHAT IS A JOB CODE?

A **Job Code** is a simple explanation of the work you did and tied to a specific RSD account from which you will be paid. Many of the Job Code names are familiar to you already. Your building secretary, Department Manager and Payroll Office can assist you with Job Codes and their meaning and use. Job Codes have already been assigned to employees based on position with Reynolds District.







WHAT ARE THE PAYROLL DEADLINES FOR ENTERING TIME?

All additional hours for TimeClock Plus **MUST** be entered and approved NO LATER THAN the <u>last working day of the month</u>.

The month will be closed and **NO** more time entries will be allowed for payment on the regular 20th pay date.

WHAT HAPPENS IF I FORGET TO ENTER TIME FOR A PREVIOUS MONTH?

You will need to enter the time on the current date (today) as JOB CODE = Late Time Entry, include in the note field (100 character limit) the original date worked, hours and an explanation of the work. You will be contacted by your Principal, Supervisor or Department Manager who will approve the entry and forward to payroll on exception report for payment. Repeated Late Time Entries in TimeClock Plus could result in disciplinary action.

If you have any additional questions or are having issues logging in, contact Payroll at <u>TimeClockPlus@rsd7.net</u>

2018-2019 TimeClock Plus/Time Card Due Dates & Pay Dates

Regular Employee

DATES WORKED	TIME CARD/	PAY DATE
	TIME CLOCK PLUS AUTH DUE DATE	
06/01/18-06/30/18	7/02/18	7/19/18
07/01/18-07/31/18	8/01/18	8/20/18
08/01/18-08/31/18	9/04/18	9/20/18
09/01/18-09/30/18	10/01/18	10/19/18
10/01/18-10/31/18	11/01/18	11/20/18
11/01/18-11/30/18	12/03/18	12/20/18
12/01/18-12/31/18	1/02/19	1/18/19
01/01/19-01/31/19	2/01/19	2/20/19
02/01/19-02/28/19	3/01/19	3/20/19
03/01/19-03/31/19	4/01/19	4/19/19
04/01/19-04/30/19	5/01/19	5/20/19
05/01/19-05/31/19	6/03/19	6/14/19
06/01/19-06/30/19	7/01/19	7/19/19

Substitute/Temp

*Substitute/Temp *i.e.*, All non-regular (OSEA/REA) employees

DATES WORKED	TIME CARD/TIME CLOCK PLUS AUTH (JOB CODE 5xxxxx) DUE DATE	PAY DATE
06/16/18-06/30/18	7/02/18	7/19/18
07/01/18-07/15/18	7/16/18	8/01/18
07/16/18-07/31/18	8/01/18	8/20/18
08/01/18-08/15/18	8/16/18	8/31/18
08/16/18-08/31/18	9/04/18	9/20/18
09/01/18-09/15/18	9/17/18	9/28/18
09/16/18-09/30/18	10/01/18	10/19/18
10/01/18-10/15/18	10/16/18	11/01/18
10/16/18-10/31/18	11/01/18	11/20/18
11/01/18-11/15/18	11/16/18	11/30/18
11/16/18-11/30/18	12/03/18	12/20/18
12/01/18-12/15/18	12/17/18	12/31/18
12/16/18-12/31/18	1/02/19	1/18/19
01/01/19-01/15/19	1/16/19	2/01/19
01/16/19-01/31/19	2/01/19	2/20/19
02/01/19-02/15/19	2/19/19	3/01/19
02/16/19-02/28/19	3/01/19	3/20/19
03/01/19-03/15/19	3/18/19	4/01/19
03/16/19-03/31/19	4/01/19	4/19/19
04/01/19-04/15/19	4/16/19	5/01/19
04/16/19-04/30/19	5/01/19	5/20/19
05/01/19-05/15/19	5/16/19	5/31/19
05/16/19-05/31/19	6/03/19	6/14/19
06/01/19-06/15/19	6/17/19	6/28/19
06/16/19-06/30/19	7/01/19 ₉₄	7/19/19



1204 NE 201st Avenue Fairview, OR 97024 Human Resources Department (503)661-7200

SUBSTITUTE PAY RATES FOR 2016 - 2017

CLASSIFIED	Jul 2016 - Jun 2017
Clerical/Secretary (IC)	\$13.76
Crossing Guard (IB)	\$12.74
Educational Assistant (IIA)	\$14.05
Bus Assistant (IA)	\$11.59
Bus Driver (IIB)	\$14.60
Food Services (IB)	\$12.74
Noon Assistant (IA)	\$11.59
Library Aide/Media Assistant (IIA)	\$14.05
Health Assistant (IB)	\$12.74
Child Care Aide (iA)	\$11.59
Custodian (IC)	\$13.76
Campus Monitor (IIB)	\$14.60
Interpreter	\$25.00
Summer Crew	\$11.59

Classified Substitute rates are based on Step 1 for current position classification.

LICENSED	Jul 2016 - Aug 2017
Teacher	\$21.93
Teacher-Long Term*	\$26.73
Curriculum	\$27.31
Tutor-certified	\$25.00
Tutor-non certified	\$24.00
Tutor-group	\$35.00
Driver's Education	\$23.00
Driver's Education Supervisor	\$25.00

*After 10 consecutive days for the same teacher in the same assignment or from Day 1 if the assignment will be two months or longer and that timeframe is known at the start of the assignment.

Interpreter, Tutor and Driver's Ed rates may be subject to change with superintendent and board approval as they are not based on rates in the collective bargaining agreements.

See next page for example

A. This section lists the current pay period, the date the pay period ended, and the date deposited of the paycheck.

B. This section reflects the primary position and the total amount earned within the current pay period. Employees with a Tax Shelter Annuity will may show a positive and a negative value. This represents the amount not taxable nor reportable on the W-2. Additional Pay/Overtime/Stipends are reflected here as well.

C. This section shows the following types of deductions:

• OEA DUES/FS - Dues or Fees pertaining to Oregon Education Association.

• REA DUES/FS - Dues or Fees pertaining to Reynolds Education Association.

• DIRECT DEPOSIT NET PAY - The amount deposited directly into the employee's bank account.

• FEDERAL INCOME TAX - Standard federal income tax deduction.

• FICA - MEDICARE - Standard Medicare deduction.

• FICA - SOCIAL SECURITY - Standard Social Security deduction.

• PERS TIER 1/2, OPSRP - Standard portion for Public Employees' Retirement System for new employees starting before (TIER 1/2) and after (OPSRP) 08/29/2003. Members of PERS are required to contribute 6% of their salary covered under the plan. This amount is sent to the PERS office and applied to the Individual Account Program (IAP) at PERS. PERS information is available on the PERS website -

http://oregon.gov/PERS.

• STATE INCOME TAX - Standard state income tax portion.

• WORKERS COMP HOURLY ASSESSMENT – Standard Workers Compensation deduction.

D. This section shows the following types of leave and the accumulation of each type (exact numbers can be found in the current version of the employee contract):
Bereavement - Upon request, employees shall be a period of absence with pay for a death in the immediate family. The superintendent may approve additional days. Such leave shall not accumulate from year to year.

• Cost of Sub Leave - Each full-time employee is entitled to a number of days per year for which the cost of the substitute is deducted from his/her salary. These days may be used for personal or professional needs that cannot be taken care of outside the regular work day. In situations where the district feels it is warranted, additional cost of substitute days will be considered if such leave does not unduly disrupt the district's educational program.

• Emergency - Employees shall be granted emergency leave with full pay in an amount up to a number of days per year as per contract. Applications shall be submitted to the building principal or immediate supervisor of the employee. Emergency leave does not accumulate from year to year.

Jury Duty - Any employee summoned to serve on a jury or subpoenaed to appear at a legal proceeding shall be granted paid leave of absence for the duration.
Sick - Employees who are absent because of personal illness or injury or pregnancy, or to care for an ill or injured member of the immediate family shall receive compensation on account of sickness during such absence. Sick leave days shall accumulate on an unlimited basis.

• Vacation -Implemented for all regular classified employees. A maximum of 10 days may be carried over.

E. This section shows the usage of leave for the current pay period.

F. This section shows all benefits provided by the employer:

• AT /PT - After-tax/Pre-tax.

- STD Elected Short Term Disability.
- LIFE Elected Life Insurance plan.

• WORKERS COMP - Workers Compensation paid by the employer, broken down as four different types of Workers Comp, all mandated by government.

• FICA - MEDICARE - Standard Medicare contribution.

• FICA - SOCIAL SECURITY - Standard Social Security contribution.

• M#, D#/ORTH#, VISION - Medical, Dental, Vision Insurance. Subcategories include EE ONLY (employee only, SiP (spouse), and Children.

• PERS TIER1/2, OPSRP - Employer Contribution based on rate set by PERS. The PERS Board has statutory authority to set and revise employer contributions as necessary to ensure the promised benefits (payments to retirees) will be funded on a sound basis.

• PERS BOND/UAL - Amount the employer pays for the pension obligation bond issued to finance a portion of the estimated unfunded PERS actuarial liability (UAL). This allows the employer to buy down PERS Retirement rate.

G. This section displays any special notes from payroll.



Multnomah County School District #7 REYNOLDS SD 7 1204 NE 201ST AVENUE FAIRVIEW, OR 97024

DIRECT DEPOSIT RECEIPT

PAYROLL PAY DATE: 09/25/2012

\$4,633.63

TOTAL DIRECT DEPOSIT NET PAY:

Four Thousand Six Hundred Thirty Three and 63/100 Dollars

NON - NEGOTIABLE

Multnomah County School District #7

								3	
	Employee Name						P	Period	
)	EARNINGS	Reg Hrs	O/T Hrs	Rate	A	mt	Over time	FTD	YT
	US TSA PAID BY EMPL	0.00	0.00	1,118.48	-9	3.04	0.00	-93,04	-747.2
Othe	or Accum.	0.00	0.00	0.00		0.00	0.00	0.00	-1,929.3
TEA	CHER - HIGH SCHOOL	152.00	0.00	48.72	6,04	0.83	0.00	6,040,83	53,889.5
TSA	PAID BY EMPLOYER	0.00	0.00	1,116.48	9	3.04	0.00	93.04	747.2
	EARNIN	IGS To	otal:			6,04	0.83	6,040.83	51,960.1
	EMPLOYEE						Am	ount	YTI
	OEA DUES/FS							0.00	501.9
	REA DUES/FS							0.00	105.1
	ECT DEPOSIT NET PAY							1,633.63	39,302.6
	ERAL INCOME TAX							344.67	2,980.3
	MEDICARE							87.59	753.4
1000000	-SOCIAL SECURITY							253.71	2,182.3
010100100	S TIER 1/2							368.03	3,162.4
	TE INCOME TAX							351 12	2,952.5
-	RKERS COMP HOURLY	ASSESS	MENT					2.08	19.2
	DEDUCTIO	NS To	otal:				(3,040.83	51,960.1
	LEAVE			Be	a	Used	i Ac	cr Ad	i Ba
AC	CUMULATED			В					
Bere	avement			0.	00	0.0	24	00 0.0	0 24.0
Cost	of Sub Leave - Licensed			16,	00	0.0	0 0	00 00	0 16.0
Eme	rgency - Licensed			16	00	0.0	8 0	00 00	0 24.0
InSe	rvice/Workshop/District P	aid		0.	00	0.0	0 0	00 00	0.0
Jury	Duty			-4.	00	0.0	0 0	00 00	0 -4.0
	mity/Patemity Leave			0,		0.0		00 0.0	
	- < 12 Months			1,060		0.0		00 0.0	-
Unpa	aid Leave			0,	bu	0.0	J 0	00 0.0	0 0 0
	LEAVE CURRENT					Used	Ac	cr Ad	lj
Bere	avement					0.0	0 24	00 0.0	0
Eme	rgency - Licensed					0.0	о в	00 0.0	0
	- < 12 Months					0.0	080	0.0	0
EN	PLOYER PAID				-		Am	ount	YT
	BENEFITS								
	LIFE PLAN 5							2.38	20.6

FAIRVIEW, OR 97024

Monthly	09/30/2012		9/2	5/2012	
Pay Cycle	End Date	SSN	Dep	osit Date	
EMPLOYE BENE			Amount	YTD	
AT- OEA DUES	/FS		0.00	0.00	
AT- REA DUES	FS		0.00	0.00	
FICA-MEDICAR	E		87.59	753.45	
FICA-SOCIAL S	FICA-SOCIAL SECURITY				
PERS BOND/U/	PERS BOND/UAL				
PERS TIER 1/2	437.34	3,758.02			
PT- KAISER M2	/PHARM EE+CHILD(REN)		964.99	8,164.99	
PT- KAISER VIS	SION 5 EE+CHILD(REN)		14.42	14.42	
PT- ODS D3/OF	RTH2 EE+CHILD(REN)		117.59	117.59	
TSA - VANGUA	RD		133.18	877.50	
UNEMPLOYME	NT		30 20	259.83	
WORKERS CO	29.29	245.10			
WORKERS CO	WORKERS COMP DIEC				
WORKERS CO	WORKERS COMP HOURLY ASSESSMENT				
WORKERS COI	MP TRIA		0,60	5 21	
	BENEFITS Total:		2,860.31	23,181.51	

G Next pay date is October 25, 2012







WHAT IS TimeClock Plus?

A web based timekeeping system and a replacement for the yellow paper time sheets you have been using to record Additional Pay / Hours Worked. These are extra hours worked beyond your regularly scheduled work day. Some of these hours might include On-Call, Title 1 Work Shop, Curriculum, Drivers Ed, Media, SPED One-on-One and general extra hours worked in your regular position (as approved by your Supervisor, Principal, Manager).

WHEN WILL TimeClock Plus BE IMPLEMENTED?

TimeClock Plus will be rolled out in two phases:

Phase 1: All Schools	September 2016
Phase 2: All Departments	January 2017

HOW DO I LOGIN TO TimeClock Plus?

Yes, this timekeeping system is web based and secure. The link will be available on the Reynolds District intranet and iVisions Web Portal.

Administrators, Principals, Managers, Secretaries will use the web site:

https://rs3.tcplusondemand.com/app/manager/#/ManagerLogOn/92594

Your login ID and beginning password will be emailed to you at a later date, rather than offer it now on a printed document.

We are working with IT to have your TimeClock Plus password be the same as your email password.

TimeClock Plus is NOT available for your Android/IOS phone at this time.

WHERE WILL MY EMPLOYEES LOGIN TO TimeClock Plus?

Some employees may not have a computer assigned to them for daily use. Please designate specific computers and locations so these employees are able to access TimeClock Plus. A possible example of this is the school library or computer lab.



FAQs for Administrators



WHAT INFORMATION WILL I HAVE ACCESS TO?

The employees in your building, department or functional area of responsibility. TimeClock Plus shows basic employee profile information under the [EMPLOYEE] tab and timesheet entries under the [HOURS] tab.

Your Secretary will also have access to the same information, but will NOT necessarily have the security to change or approve entries made in the time sheet.

WHAT IS MY ROLE AND RESPONSIBILITY?

You are the approver for ALL extra hours worked and reported in TimeClock Plus. Some Job Codes may require more than one approver (Grants, Interpreters, Bond dollars used to pay staff). On a daily or weekly basis, you can login to TimeClock Plus and view all time entries made for your school building, department or area of responsibility. You can then approve them one-by-one or mass approve all entries.

You may choose to use the email function to contact employees with a question about a time sheet entry. You might also choose to change the **Job Code** to charge a different budget number.

Consult with Payroll on job code if it is not listed on the Job Code Matrix. Correct rate of pay and account number can be predefined for employees to select when entering time worked.

WHAT IS A JOB CODE?

A Job Code is a simple explanation of the work you did and tied to a specific RSD account from which you will be paid. Many of the Job Code names are familiar to you already. Your building Secretary, Department Manager and Payroll Office can assist you with Job Codes and their meaning and use. Job Codes have already been assigned to employees based on their position with Reynolds District.

Most employees will only have access to 3-5 Job Codes. Some Departments, such as SPED, Transportation and Facilities may have more. Approximately 10-15 Job Codes are







assigned to each school building. The Finance/Payroll departments will work with you to tailor Job Codes to your needs and budget requirements.

HOW DO I KNOW WHAT BUDGET A JOB CODE WILL BE CHARGED AGAINST?

You and your Secretary will receive a "Job Code Decoder" which will show all available Job Code Numbers with their corresponding Job Code description and GL key/Budget number to be charged.

WHAT HAPPENS IF I AM ABSENT? CAN I DELEGATE SOME OF MY STAFF TO ANOTHER ASSISTANT PRINCIPAL?

Yes. Assistant Principals, Executive Secretaries and Department Managers will already have some "Approval Rights". You can also request to give another staff member, via email to Cynthia Le in Finance, for <u>Temporary</u> "Approval Rights" if you are unable to complete your obligation. Assistant Principals might be assigned a range of employees by name of classification (A-L M-Z, Classified, Licensed).

CAN SECRETARIES ENTER TIMECARD INFO ON BEHALF OF EMPLOYEES?

We don't recommend this but it can be done. Please contact Payroll for further details.

MAY I CREATE MY OWN REPORTS?

Yes. Time Clock Plus comes with a number of standard reports, all of which you may tailor to your preferred needs and save for repeated use. You may also schedule reports to be emailed to you on a regular basis (daily, weekly, monthly, every Friday, etc...).

CAN I SEND EMAILS VIA TIMECLOCK PLUS?

Yes, when you are on any page of the system, look in the upper right-hand corner next to your Login Name, and click on the mailbox icon. After selecting your recipients, there is a checkbox at the bottom of the window to "send e-mail".





CAN I ADD, CHANGE, DELETE OR INACTIVATE A JOB CODE?

Yes, you can complete a **Job Code Change Form** and email it to H Cynthia Le in Finance. Requests should be sent no later than the 20th of the current month to become effective the 1st of the next month.

Example: If one of your budget line item (dollars) is used up and you request to inactivate the Job Code, it will no longer appear in the drop down box for employees to select. It can be reactivated in the new Fiscal Year.

Please understand that <u>multiple</u> Job Codes can be charged to the <u>same</u> GL Account Key. Budget and Payroll can assist you with these issues.

WHAT ARE MY DEADLINES FOR PAYROLL?

All time **must** be entered and approved NO LATER THAN the last working day of the month. The month will be **closed** and **NO** more time entries will be allowed for payment on the regular 20th pay date. **Payroll CANNOT pull late entries from prior months**.

You have until 10:00 AM on the first working day of the month to complete ALL approvals for the prior month.





WHAT IS THE PROCESS FOR EMPLOYEES ENTERING LATE TIME SHEET ENTRIES?

Employees who neglected to enter time from a previous month will need to enter the time on the current date (today) as JOB CODE = **Late Time Entry**, include in the note field (100 character limit) the original date worked and an explanation of the work. They will be contacted by you, the Principal, Supervisor or Department Manager who will approve the entry and forward to payroll on exception report for payment. Repeated Late Time Entries in TimeClock Plus could result be reason for disciplinary action.

WHAT IS THE PIN NUMBER FOR MY EMPLOYEES?

To find an employee's PIN, an administrator can:

- · login to TCP Manager
- Select the Employee tab
 - o Select Employee Profiles
 - Find the employee and select their Information tab
 - Expand the "Other" section
 - o Their PIN will be in the second field

The PIN should generally be the employees badge number with two extra zeroes at the end (example: 99999900).

All purchases through Reynolds School District require a Purchase Order. *Purchase orders are required* <u>*PRIOR*</u> to purchase or service being made. Refer to <u>Step-by-Step Purchasing Guide</u> for more information.

- If a purchase is made prior to obtaining a valid PO, RSD does not guarantee payment for that order
- Purchases made without a valid PO have caused many issues with late payments (fees/interest) and budget issues
- Purchase orders must be covered by budget funds

To make a purchase, gather the following information that is needed and give to your head secretary:

- Vendor (if the vendor is not an active RSD vendor you will need to get a W-9 from them or have them fill out the Substitutes W-9 Vendor Information Form & send it to **Mail RSD Accounting**)
- Detail listing of what you are wanting to order including item numbers, quantity & pricing (an order form from the company is great!)
- Account number to charge for the purchase. This might not be something that all "purchasers" know they should work with their secretaries/principals
- Date needed by (please plan ahead and give plenty of time for the PO to get approved, order to be placed & delivered)
- If your requisition is \$,000 or *greater*, you will need **3 quotations** for comparison or a **sole source document**
 - This is to ensure we are acting as good stewards for district money

RSD Accounting attempts to have a 2 business day turn around for POs – so the secretary should have the PO within 2 days of entering the requisition. Please allow extra time for requisitions over \$10,000 and those that require tech requests.

For any software, online subscriptions, computer hardware, etc., be sure to complete a tech request prior to entering your requisition. Tech requests are required for all technology purchases that will be used on school grounds – regardless of how the purchase is made (district funds, ASB, parent group, donation, etc.)! When in doubt – Fill it out!

Consumable vs Non-Consumable Supplies:

- A consumable supply is one that will be "used up" within a year of the purchase, something that is disposable pens, paper, calculator, etc.
- A non-consumable supply is one that is made to last for at least a couple of years chairs, small tables, printers, etc.
- A fixed asset is an item (or project) that is at least \$5,000 and should last at least through its depreciable life.

All packing slips for deliveries, receipts for purchases, etc., need to be checked for accuracy against the delivery and turned into the head secretary within 2 days of delivery/purchase. The secretary needs to receive & attach the order in iVisions within 2 days.

Please note that over Holidays (Winter Break for instance) all packing slips/receipts must be turned in prior to the break starting. It may also take longer to get Purchase Orders during those times.



Step-By-Step Purchasing Guide {entering, ordering, approving & receiving}

Use this guide when you receive order requests from teachers/principals (*please see instructions at end for ALL hardware & software relating to a technology purchase*).

ALL invoices MUST have a Purchase Order to be paid.

NO Orders are to be placed, or services started, without a valid Purchase Order.

All original invoices must be sent to the district office accounts payable for payment.

Be sure to check your budget for available funds in the account you wish to purchase out of prior to entering a requisition. If there are not enough funds in the account to cover the purchase, you need to complete a budget transfer request before you input the requisition. See the Budget Journal Entry Guide for details on this process.

Entering Requisitions:

In the Web Portal Home page:

- Click on My Workflow
- Click OK for the connection group
 - Be sure that you choose the correct connection group: Reynolds FY1819
 - Year 2019
- In the Tree on the left click on Purchasing & Payables
- Click on Purchasing
- Click on Control Panel
 - To view your purchase requests/orders click on Apply or enter criteria and click Apply this will show you all POs in your DAC and all of your requisitions waiting for approval
- To add a new requisition click the green "+"

Requisition Information:

Date: Let this auto fill

Vendor: Type in the name of the vendor (No PEIDs or vendor numbers!)

Do not worry about the address – Accounting will make sure the correct remit to address is chosen!

DAC: This should Autofill – if it doesn't type in your school until the system recognizes it



Ship To: Please choose your location/department

Requester: This should be YOUR name.

PO Notes: Enter who the order is for, vendor order number, etc... This DOES print on the PO

Order Via: Choose the correct order method with how they want us to submit the order

Online, email, fax, mail, or return to the secretary (RTS). This does print on the PO.

Online orders are the responsibility of the originator (the person who entered the requisition).

If the order is complete and you need AP to mail a check to the vendor please choose "send check to vendor" in the order via drop down. An example of when you would use this option for conference registrations that need a check mailed along with the registration (attach the registration to the PO) **Please note that in order to send a check to a vendor <u>AP must have an INVOICE</u> and the order must be received in iVisions (see below)! <u>No payments will be made without an invoice/receiving!</u>

Project: This does print on the PO. This field has to be set up by the "super users". If you have a project you would like to have set up, please send an email to RSD-Accounting. Your email should include the project name, location, a brief description of the project, the DAC that is funding the project. **Please note we may change the process to set up a project as we use the function more**

Date Required: This auto fills for 2 weeks out. You can leave it like that or you can change it to the date you need the order received by (subject to vendor of course!) This does print on the PO.

Order Type: Most will be "Purchase order" which is the default. For Open PO's please change this to BLANKET (see below for directions regarding blanket PO's as well as refer to the <u>Blanket-Open POs</u> document for further detail.)

Reference: This is for your information only. This does print on the PO.

Award Number: We will not use this, so please leave it blank.

Internal Notes: These are notes that we can see in the system, but do not print on the PO. Beware: Once you type in an internal note you cannot remove or change it!! You can enter an internal note after you add items to the requisition.



Adding your item detail:

We need to <u>itemize each PO</u> – no "order per attached". Please utilize the "upload from excel" feature whenever possible! (This is where an excel order form will come in handy!)

It is recommended to use the Quick Requisition whenever possible. (Refer to <u>Uploading Excel</u> <u>Templates - Quick Requisition</u> for further detail.)

- Click on Actions
- Click on Quick Requisition
- To Upload from the excel spreadsheet
 - Click on Actions
 - Click on Import From Excel
 - Choose the file you would like to import
 - NOTE: This file has to be in a VERY precise format.
 - The template has been emailed to you by RSD Accounting, please do not make any changes to that template other than to fill in the item information & account code
- You can also hand enter all of your items in the Quick Requisition
 - If you have more items to be paid from that same account string check the Hold Account Distribution box (bottom left on screen) and click OK enter your next item.
- When everything is entered, click Save
- Now click on Add Internal Notes if you want to add an email address or other note
- Click on Has Documents, click on Manage, click Add All Supporting Documentation
 - When you add a document be sure to put a good description in the "notes" section. Include the quote #, order # or Invoice # especially on an order that you know will have more than one invoice/quote/etc.
- If you are done entering/altering the requisition click Submit For Approval box and Save (bottom of screen)
 - If you have more things to add, or want to save the requisition, but not send it for approval, just click Save

Remember to only use object 05XX with purchases that are \$5,000 or greater, and the fixed asset box needs to be checked

If you only have one item, or have a long description, do not do a Quick Requisition. Instead from the first screen (where you entered the vendor name, ship to, etc.) click on the Green "+" in the blue tool bar. You can enter all of your item details (cost, account code, etc.) here.

• If you have more items to be paid from that same account string check the "Hold Account Distribution" box and click OK – enter your next item.



Step-By-Step Purchasing Guide {entering, ordering, approving & receiving}

Add your attachments:

ALL documentation you have must be electronically attached!! The only thing that should be sent to Amy Ford in the pony are original receipts for petty cash reimbursements and original invoices AFTER they are scanned & electronically attached to the requisition.

*****Be sure to put good notes in when you attach a document. We want to know exactly what the document is by reading the notes you put on that attachment****

*If purchase order is \$,00*0 or greater be sure to attach **three quotations** or **sole source document**.

No Exception!

- Keep a list of which vendors you requested those bids/quotes from

 Include Business Name, Address, Phone/Fax & contact name and date.
- Attach the list of ALL vendors you requested quotes from along with the quotes you received (3 actual quotations needed)

When the PO is approved, Accounting will email the PO to the requester.



Step-By-Step Purchasing Guide {entering, ordering, approving & receiving}

Blanket POs:

Blanket POs should be used sparingly. They are used when you have a set amount of money to spend with one vendor for a project and you do not know the exact items you are needing at one time. E.g., Purchase orders to Staples, Office Depot, Office Max, J Thayer – you can enter a blanket PO for the amount you plan to use for the year for supplies. Be sure not to overspend your PO.

Input the requisition info just like normal. Be sure to choose Blanket for order type.

In the description write "Open PO not to exceed \$xx. Purchases to be made by: (person who will be making purchases)"

You can add as much to the description as you would like. Please do not just put "Open PO not to exceed..."! Please include the person who will be making the purchases.

The receipts for the purchase must be turned in to the secretary within 2 days of purchase. The secretary needs to receive that purchase in iVisions & attach the receipts within 2 days of receiving it from the purchaser. Please send receipt/invoice/etc. to Amy Ford in the Pony.

When receiving the receipt in iVisions -

- receive quantity of 1
- Put DETAILS in the notes
 - Order/receipt/invoice #, date of purchase, \$ of purchase, etc.
 - *** This is the only part of the receiving that Accounts Payable can see so please put info here so one received entry can be distinguished from another***
- Overwrite amount in "item cost" with the amount of each individual purchase
- Remember to attach order forms & packing slips to the PO

NOTE: The purchaser is responsible not to overspend the blanket PO - Refer to Blanket/Open PO Guidelines & Acknowledgement Form

Check the Status of your Requisition:

No one in RSD Accounting can see your requisition until it has been fully approved. If you need to know

where your requisition is in the approval process you will need to look it up.

In your Workflow:

- In the Tree on the left click on Purchasing & Payables
- Click on Purchasing
- Click on Control Panel
 - To view your purchase requests/orders click on Apply or enter criteria (vendor, requisition number, etc., and click Apply)
- Scroll to the right and see who the Next Approver is that is where your requisition is being held up



- Click Show Paid Column box under the vendor name, click Apply, and scroll to the right to see the amount that has been paid against that PO and the amount still open on the PO.
- If you click once on the PO in this field the line will turn yellow. If you go up to the Actions menu you can look at the PO Pay History (see when/what was paid against the PO, including check number) and you can also access Manage Documents

Your copy of the Purchase Order:

The purchase order will be emailed to you when the requisition is fully approved.

All orders are the school/departments responsibility.

When the order is received:

- Go into Purchasing & Payables
- Receiving
- Click on Receive New
- Enter the PO number
- Receive item for only those items received.
- Enter DETAIL in the Notes section if you have an order # or invoice # or date of purchase (especially important on blanket PO's)
- Electronically attach the packing slip

This is the receiving information that the invoice will be paid on. The system will match items on the invoice to the items you mark received and mark that invoice OK for payment (or partial payment). After entering the receiving, please keep the packing slips for at least 18 months (in the off chance the auditors ask for them)

Please remember to Receive all items in iVisions <u>as soon as possible</u> to avoid interest and penalty charges.

Please note that ALL invoices need to be sent to Accounts Payable in the District Office by the vendor. NO invoice should be mailed to the school, unless it is being paid out of ASB funds.



Using RSD vendor accounts for ASB purchases:

If your ASB wants to make a purchase from a vendor and charge it to the Vendor's RSD account you MUST do a purchase order in iVisions. Please charge the order to the 258 fund, and put in the notes that the ASB is to reimburse the District. The PO will be processed as normal & when the invoice comes in a copy will be sent to the school for reimbursement.

**REMEMBER: RSD cannot reimburse a school's ASB so please keep all district and ASB purchases separate.

Technology Purchases:

Technology Requests must be completed for all hardware and software relating to a technology purchase using district general funds and federal funds as well as Parent Group and ASB funds. The request must have signature authorization by the site administrator and forwarded to the Director of IT for technology approval. The approved tech request is then submitted to the Finance Department for review and approval. Following final approval, Technology processes the requisition and submits the order once the purchase order has been processed through work flow. We suggest having the requestor complete the excel template and submit that to you electronically. You can then upload their exact order into the purchase requisition.

What Do I Do If I Need To Change Something on a Purchase Order?

Complete the Purchase Order Revision Form found at

https://intranet.rsd7.net/general/page/business-forms

Please give as much detail as possible and provide all back up.

Remember if the revision causes the PO to be over \$9,999.99 you will need to include the 3 quotes or sole source form.

Be sure your administrator signs the form.

Submit the PO Revision form to: **Mail RSD Accounting** email group. When the revision is fully approved you will receive the revised PO via email.



At What Point is My Order Encumbered??

<u>Pre-Encumbrance</u>: The funds for your requisition are Pre-Encumbered at the time you ENTER the requisition. This means the funds are taken "out" of your budget, but put in the pre-encumbered field in your budget reports.

Encumbrance: As soon as the requisition is turned into a PO the funds are fully encumbered.

Approvers "Out of Office":

If you are an approver and you need to have someone else approve requisitions on your behalf (you will be out of the office or unavailable to access/approve purchase requisitions)

- In the Web Portal click on My Workflow in the top menu bar
- Click on My Workflow in the Tree on the left side of the screen
- Click on Purchase Requisitions
- In the large box on the center/right of the screen the green menu bar will read Actions and Purchase Requisitions
- Click on Actions and then Alternate Approvers
- You now have a Blue framed box that says Requisition Alternate Approvers at the top
 - Click on the Green (+) to add a new alternate approver
 - Under the DAC title type in the account code you want the alternate approver to approve requisitions for
 - Tab to the Alternate Approver Choose who you want to be your alternate approver for this account code (must be from the drop down list, you cannot add anyone to this list!)
 - Enter the date range you want them to be your alternate approver for.

**If you do not enter dates, this person will ALWAYS be your alternate approver!!

**While you have an alternate approver BOTH you and that person will receive the requisitions to approve. The first person to approve the requisition is listed as the approver. The requisition approval request is then removed from both parties' workflows!



Step-By-Step Purchasing Guide {entering, ordering, approving & receiving}

Who to seek for help:

Infinite Visions connection questions: Mail RSD IT Infinite Visions Access to Web Portal: Mail RSD IT

Infinite Visions access to DAC (Distribution Accounting Center): Mail RSD Accounting

Vendor Maintenance: Mail RSD Accounting

Procedures clarification: Mail RSD Accounting



Use Template to Upload into iVisions PO spreadsheet provided by the Finance Department

- NOTE: This spreadsheet has to be in a VERY precise format:
 - \circ $\:$ Saved as .xls (Excel 97-2003) file
 - \circ No gridlines or colored cells
 - No headers/footers
 - The order of the columns has to be exact

Enter your order in the excel template

- Column A (Line Number) you need to have a number for each line you enter
 - o If there is no number in column A that line will not upload
 - o If the line next to the number is blank (no item) than a blank line will upload
- Column B (Description) this is the description of the item
- Column C (Part Number) the VENDOR'S part number
 - You do not have to fill in this column, but it is recommended for large orders, especially office supply orders
- Column D (Unit) unit the part comes in (each, dz, etc.)
 - You do not have to fill in this column, you can leave it blank
- Column E (Qty) the number of the item you wish to order
- Column F (Unit Price) the cost of each item
- Column G (Tax) leave this column blank
- Column H (Freight) you can put your per item shipping charges here or you can leave this column blank and do your shipping charges as a separate line item
- Column I (Account) this is the GL account code
 - You need to make sure the entry is correct here.
- Colum J (Item Number) we do not use leave blank
- Column K (Grant Project) we do not use leave blank

Save your Excel template

Go into the iVisions Web Portal – Quick Requisition:

- Click on Actions
- Click on Import From Excel
- Click on Browse
- Choose the file you would like to import
- Click OK this might take a take a minute or two depending on the length of the spreadsheet
- Once it uploads check your total & spot check the order to make sure it all looks fine
- Click Save then save & submit your requisition



TROUBLE SHOOTING

- Is the file saved as an Excel 97-2003 (.xls) file?
- Is your account code entered correctly?
- Make sure there are NO gridlines or colors on the spreadsheet
- Make sure all your rows have a line number
- Make sure there are no line numbers on rows without items to be ordered
- Make sure there are no headers/footers, extra columns/rows

**If you still cannot get the spreadsheet to upload please contact the Finance Department.



Open POs can be very useful – but they can create havoc if not properly managed!

An open PO (Blanket PO) is for one vendor for a *set maximum price*. You can spend against the PO until it is spent in full. It is the responsibility of the PO holder (secretary/principal) to ensure POs are not over spent.

Example:

You know that you have \$500.00 to spend on general office supplies for your art department. They want to spend all of that budget at Fred Meyer. You can put in an open PO to Fred Meyer for \$500.00. Each time the art teacher wants to make a purchase he needs to take a copy of the PO to Fred Meyer. He will be given a receipt which he must turn into the secretary within 2 business days! The secretary then receives the purchase in iVisions and attaches the receipt to the PO (again within 2 days). **these steps are very important – Accounts Payable cannot pay the invoice without these 2 steps completed!

We recommend that the secretary & purchaser both keep track of what is spent against the PO – and check continuously what has been paid – if there are discrepancies it is easier to resolve them as soon as possible than waiting until the PO is over spent or the school year is drawing to a close.

Most departments that use blanket POs have parameters for how the purchasing is done.

Example:

Operations uses an open PO to J Thayer for office supplies. Chris has approval to spend up to \$100.00 at a time on an order. This is enough for pens, paper clips, etc... but not enough for the more expensive items like toner cartridges. For larger orders, Chris needs to get approval before she can make the purchase for those against the open PO. This is an internal control for that department – it is NOT something the Finance Department tracks or monitors. Depending on who has the authority to buy against an Open PO, the individual school/department may have procedures that they want to put into place. Check with your director.



Receiving Against an Open PO

When you receive orders they need to be received in the system.

In the Web Portal, go to Purchasing & Payables > Receiving > Purchase Order Receiving

- Click on Receive New
- Input the PO number
- Enter
 - Qty = 1
 - Notes = date & amount of purchase if the receipt has a number, please include that
 - Item Cost = amount of purchase (this will initially be the full amount of the PO, you can type over it)

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Attaching Receipts to an Open PO

Use Manage Documents (you can do this in the Receiving screen, or in the Control Panel)

- Document Type = PDF
- Notes = date & amount of receipt also enter the receipt number if it has one
- Add File

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• On this open PO the amounts & dates of the invoices are not listed – that is because there are EXACT invoice #s. Most receipts do not have invoice numbers so the date/amount is crucial!



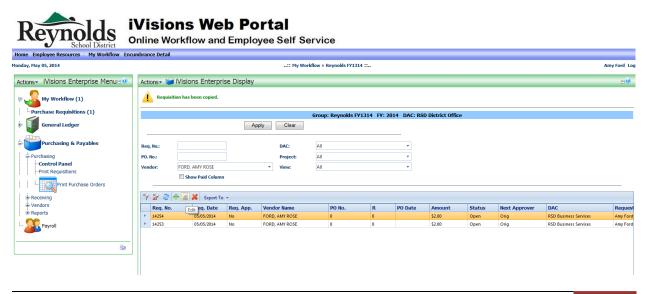
If you want to copy a PO follow these steps.

In the iVisions Web Portal: My Workflow > Purchasing & Payables > Purchasing > Control Panel

- Pull up your requisition and click ONCE on it to highlight (do not open)
- Click on Actions and choose Copy Requisition PO

School District Home Employee Resources My Workflow Encum Monday, May 05, 2014		flow and	Emplo	yee Self Se	kflow » Reynolds FY13							Amy Ford Logou
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- Now you will see 2 identical requisitions
 - To edit, click ONCE on the top one and then click the edit button (looks like a pencil and paper)





Now you can change the vendor:

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The rest of your info stays the same, or you can make any changes that you might need to make.

- Click Save & Submit
 - \circ $\;$ You still need to submit this newly created requisition for approval

WARNINGS:

- Be sure that you change the vendor or one person/vendor will receive both POs
- Do not choose the Copy Requisition/PO to Next Year





1204 NE 201st Avenue Fairview, OR 97024 503.661.7200

Travel Instructions & Guidelines

Effective for 2018-19 School Year

Travel Coordinators

Mary Dennis Ext. 3206 mdennis@rsd7.net

Travel Coordinator for the following Departments:

- Instruction Curriculum
- o Special Education
- o Title
- o ELL
- Administrators

Connie Taylor Nelson Ext. 3293 ctaylornelson@rsd7.net

Travel Coordinator for the following Departments:

- All Schools
- o Business Office
- o DMC/IT
- Facilities
- Nutrition Services
- Transportation
- o Other
- Travel Coordinators will reserve hotel rooms, book flights and shuttles when necessary, and confirm meal per diems.
- Department/School secretaries will be responsible for registering each employee for the conference being attended and reconcile travel charges. Department secretaries will process POs for their travel expenses.

Steps

- Administrator who is initiating attendance to a conference to be paid from their budget will complete Form 1 "Conference Request & Authorization" and submit the form to each school/department who will have attendees in order for the administrator (*i.e.*, Principal) of that school/department to assign attendees.
- 2. School/department administrators will complete Form 2 "Assigned Conference Attendees" in order to establish the list of their employees that will be attending the conference. They will submit Forms 1 & 2 to their secretary in order for them to gather employee information.
- 3. School/department secretaries will complete Form 3 "Traveler Information" for each employee that is traveling to the conference. They will submit Forms 1, 2 & 3 to the appropriate Travel Coordinator along with the remaining required documents listed on Page 2. All documents are due to the Travel Coordinator at least 4 weeks before the conference date. No changes will be allowed after 2 weeks before the conference date.
- 4. The **Travel Coordinator** will reserve hotel rooms, book flights & shuttles when necessary, and confirm meal per diems. They will process POs for all school-paid travel expenses.
- 5. If using **tuition**, you must follow the tuition reimbursement process and tuition must be approved by HR <u>before</u> travel can be booked.



1204 NE 201st Avenue Fairview, OR 97024 503.661.7200

Required Documents

- 1. Completed Form 1 "Conference Request & Authorization"
- 2. Completed Form 2 "Assigned Conference Attendees"
- 3. Completed Form 3 "Traveler Information" for each employee
- 4. Photocopy of each employee's Driver's License
- 5. Conference flyer/information form
- 6. Conference registration confirmation for each employee (NOTE: flights will <u>not</u> be booked without confirmation)
- Submit *all* documents to the appropriate Travel Coordinator at least 4 weeks before the conference date

Travel Other than Air

- For travel other than by air, determine the most cost efficient method.
- If an employee chooses to travel by a different method, they can be reimbursed up to the amount of the most cost efficient method.
 - For example, if traveling by car is the least expensive and the mileage cost will be \$200, someone choosing to travel by train would be reimbursed the cost of the train ticket, not to exceed \$200

Hotel

- Look up the city that the employee is staying in on the IRS Per Diem Rate table found at http://www.gsa.gov/portal/category/100000
- The lodging rate is how much each person can spend per night for a room (before taxes)
 - Accommodations can be made at the event hotel. This rate usually exceeds the per diem amount. If there is more than one event hotel, accommodations are to be made at the least expensive location.
 - If an event hotel/room is not available, accommodations are to be made at a hotel that does not exceed the per diem rate. Additional savings may be received by requesting the "government rate" when making the reservation. If employees are sharing rooms, the allowable rate is doubled.
 - If there are not any less expensive hotels nearby, note it on the PO and attach proof of the rates for three hotels to the PO. Comparison needs to include hotel names, addresses, phone numbers and room rates.
 - Lodging arrangements can be made near the airport for flights that leave at or before 9:00 a.m. Lodging on the final day of the event will be allowed if driving or flying home would mean arrival in Portland after 9:00 p.m.
 - Approval for overnight stays in areas in close proximity to the district shall only be considered if it is more cost efficient than travel back and forth; or if conference start/end times would be before 7:00 a.m. & after 8:00 p.m. Cabinet approval is required.
- Make the hotel reservation using the Travel Visa.
 - After making the reservations, call the hotel and ask for a Credit Card Authorization form.
 - Use the Travel Visa to pay the room and tax and resort fee (if any).
 - Create a PO to US Bank Corporate Payment Systems and list the IRS lodging rate and the room rate.
 - If the room rate is higher, include an explanation on why they're staying there.



Meals

- For the meal per diem, use the IRS Per Diem Rate table to find out how much the employee gets for the location where employee will be staying.
 - For conference days, you will need a conference agenda to see if any meals are provided. (If it does not say or is unclear, call conference information.) If any meals are provided, you will need to deduct those amounts each day from the per diem.
 - For travel days, take the total amount the employee is allowed for meals and find that column on the M&IE document. Look at the times the traveler departs and returns and deduct any meals the traveler would eat before they leave and after they return home.
 - If the employee gets any type of meal for a day, he/she also gets the \$5 incidental for the day.
 - Create a PO for the meal per diem before the employee is to leave.
 - If the employee chooses to stay longer on his/her own time, he/she does not get a meal per diem for the extra days.
 - Attach the e-ticket and conference agenda to the meal per diem PO.
 - Make sure the employee understands that they need to provide **original** itemized meal receipts and return any per diem remainder amount
 - Otherwise, these amounts will be reported to Payroll for taxable purposes. Refer to the Per Diem Expense Report Form on the web found at <u>http://www.reynolds.k12.or.us/district/finance-department-0</u>

Shuttle

- If the hotel does not provide an airport shuttle, Super Shuttle is an option. Reservations can be made online and paid using the Travel Visa.
- Gratuity is to come out of incidentals.
 - Let the employee know if you include any gratuity when making a shuttle reservation.

Vehicle Rental

- Vehicles cannot be rented without written approval from a cabinet member.
- Once approved by a cabinet member, email vehicle requests to Cynthia Le at hle@rsd7.net
 - Outline the reason for the need of the vehicle and cost comparisons of other modes of travel (i.e., shuttles)



- Approval will be for an economy car unless need requires otherwise.
- Traveler will be responsible for the costs that are not pre-approved.
- Vehicle rentals shall only be used for district business.
- Additional insurance coverage should not be purchased.
- In the event of an accident, your supervisor must be notified immediately.

Personal Vehicle

- Carpooling should be done whenever it is most cost efficient for the district, and not based on convenience of the traveler.
- Travelers must obtain written approval from their direct supervisor and cabinet member prior to travel if they wish to use their personal vehicle if faster and more economical transportation is available.
- Mileage will be reimbursed up to the amount that would have been charged for the more economical mode of travel. Additional costs incurred for lodging, meals or other expenses due to added travel time will be paid by the traveler. Additional time away from work will be charged to the traveler's vacation leave accrual.

Staying Longer / Special Arrangements

- The rule of thumb for anyone doing something different from everyone else is that they cannot benefit from that choice. If the cost is higher, the employee must pay the difference.
 - The first step is to figure out the cost for the standard trip.
 - Once you know what the standard cost is, that is the limit for everyone.
 - If their arrangements cost less, employee only gets to spend their actual cost.

Personal Travel / Travel Companions / Benefits

- All costs greater than those incurred for district business will be at the traveler's/companion's expense. Additional time away from work will be charged to the traveler's vacation leave accrual.
- District arranged flights will not be rearranged to accommodate non-district travel companions. District flights must be made first.



• Travelers may not receive personal travel incentives or benefits when arranging or raveling on district business (i.e., travel reward miles or points towards free lodging on the next stay).

Unforeseen Events

- When circumstances beyond the control of the traveler occur *after* the original approved travel plan is arranged, the traveler shall notify their supervisor as soon as possible.
- If a district arranged flight is delayed or canceled causing an extended wait time or an additional overnight stay, emergency after hours contact information is provided on the bottom of the e-ticket to assist the traveler.
- Receipts and written explanation for additional expenses will be claimed on a Reimbursement Request Form found at <u>https://intranet.rsd7.net/general/page/business-forms</u>

Cancelation of Travel

- If travel is cancelled, email notification must be provided to the supervisor, cabinet member and Cynthia Le.
- If a Travel Advance was given, funds need to be returned to the district immediately.





PER DIEM FOR TRAVEL DAYS

Effective February 1, 2018, the following guidelines will apply:

- For travel destinations within 150 miles of the District, per diem for travel days on which no part of the event occurs will be calculated at 50% of the destinations city's full daily rate for meals and incidentals (M&IE). Per diem for travel days on which a part of the event occurs will be calculated at the GSA's standard 75% of the city's full daily rate.
- For travel destinations outside of 150 miles of the District, per diem for travel days will be calculated at the GSA's standard 75% of the destination city's full daily rate for M&IE.

The table below originated from the GSA (US General Services Administration) website. The column in blue has been added to show the rate for travel days to destinations within 150 miles of the District.

M&IE Total Full Day	Breakfast (Amount deducted if meal provided at event or hotel)	Lunch (Amount deducted if meal provided at event)	Dinner (Amount deducted if meal provided at event)	Incidental Expenses	First & Last Day of Travel (75% of Full Day)	First & Last Day of Travel (50% of Full Day)
\$51	\$11	\$12	\$23	\$5	\$38.25	\$25.50
\$54	\$12	\$13	\$24	\$5	\$40.50	\$27
\$59	\$13	\$15	\$26	\$5	\$44.25	\$29.50
\$64	\$15	\$16	\$28	\$5	\$48.00	\$32
\$69	\$16	\$17	\$31	\$5	\$51.75	\$34.50
\$74	\$17	\$18	\$34	\$5	\$55.50	\$37

https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidental-expenses-mie-breakdown

FY2019 Per Diem Rates - Effective October 1, 2018

STATE	DESTINATION	COUNTY/LOCATION DEFINED	SEASON BEGIN	SEASON END	FY19 Lodging Rate	FY19 M&IE Rate
	Standard CONUS rate applies to					
	all counties not specifically listed.					
	Cities not listed may be located in					
	a listed county.				\$ 94	\$ 55
AL	Birmingham	Jefferson		F 00	\$ 107	\$ 56
AL	Gulf Shores	Baldwin	October 1	February 28	\$ 105	\$ 61
AL	Gulf Shores	Baldwin	March 1	May 31	\$ 126	\$ 61
AL	Gulf Shores	Baldwin	June 1	July 31	\$ 165	\$ 61
AL	Gulf Shores Mobile	Baldwin Mobile	August 1 October 1	September 30 December 31	<mark>\$ 105</mark> \$ 94	\$ 61
AL AL	Mobile	Mobile	January 1	February 28	\$ 94	\$ 61 \$ 61
AL	Mobile	Mobile	March 1	September 30	\$ 107	\$ 61
AR	Hot Springs	Garland		September 30	\$ 105	\$ 61
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of	October 1	October 31	\$ 146	\$ 66
/ \2	Grand Gariyon / Hagstan	Sedona			ψιτο	ψ 00
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	November 1	February 28	\$ 94	\$ 66
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of	March 1	April 30	\$ 119	\$ 66
		Sedona			.	
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	May 1	September 30	\$ 146	\$ 66
AZ	Kayenta	Navajo	October 1	October 31	\$ 131	\$ 66
AZ	Kayenta	Navajo	November 1	February 28	\$ 105	\$ 66
AZ	Kayenta	Navajo	March 1	September 30	\$ 131	\$ 66
AZ	Phoenix / Scottsdale	Maricopa	October 1	December 31	\$ 121	\$ 56
AZ	Phoenix / Scottsdale	Maricopa	January 1	March 31	\$ 172	\$ 56
AZ	Phoenix / Scottsdale	Maricopa	April 1	May 31	\$ 133	\$ 56
AZ	Phoenix / Scottsdale	Maricopa	June 1	August 31	\$ 94	\$ 56
AZ	Phoenix / Scottsdale	Maricopa	September 1	September 30	\$ 121	\$ 56
AZ	Sedona	City Limits of Sedona	October 1	February 28	\$ 166	\$ 76
AZ	Sedona	City Limits of Sedona	March 1	August 31	\$ 178	\$ 76
AZ	Sedona	City Limits of Sedona	September 1	September 30	\$ 166	\$ 76
AZ	Tucson	Pima	October 1	December 31	\$ 94	\$ 61
AZ AZ	Tucson Tucson	Pima Pima	January 1 March 1	February 28 September 30	\$ 119 \$ 94	\$ 61 \$ 61
CA	Antioch / Brentwood / Concord	Contra Costa		September 30	\$ 94 \$ 158	\$ 66
CA	Bakersfield / Ridgecrest	Kern			\$ 105	\$ 61
CA	Barstow / Ontario / Victorville	San Bernardino			\$ 103	\$ 61
CA	Death Valley	Inyo			\$ 118	\$ 66
CA	Eureka / Arcata / McKinleyville	Humboldt	October 1	May 31	\$ 103	\$ 71
CA	Eureka / Arcata / McKinleyville	Humboldt	June 1	August 31	\$ 135	\$ 71
CA	Eureka / Arcata / McKinleyville	Humboldt	September 1	September 30	\$ 103	\$ 71
CA	Fresno	Fresno	· ·		\$ 105	
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	October 1	October 31	\$ 180	\$ 66
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	November 1	December 31	\$ 161	\$ 66
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	January 1	September 30	\$ 180	\$ 66
CA	Mammoth Lakes	Mono	October 1	November 30	\$ 101	\$ 76
CA	Mammoth Lakes	Mono	December 1	June 30	\$ 122	\$ 76
CA	Mammoth Lakes	Mono	July 1	August 31	\$ 135	\$ 76
CA	Mammoth Lakes	Mono	September 1	September 30	\$ 101	\$ 76
	Mill Valley / San Rafael / Novato	Marin		1 00	\$ 161	\$ 76
CA	Monterey	Monterey	October 1	June 30	\$ 154	\$ 76
CA	Monterey	Monterey	July 1	August 31	\$ 206	\$ 76
	Monterey	Monterey	September 1	September 30	\$ 154	\$ 76
CA	Napa	Napa	October 1	October 31	\$ 214	\$ 66
CA CA	Napa Napa	Napa Napa	November 1 May 1	April 30 September 30	\$ 164 \$ 214	\$ 66 \$ 66
CA	Oakhurst	Madera	October 1	May 31	\$ 214	\$ 00 \$ 71
CA	Oakhurst	Madera	June 1	August 31	\$ 107	\$ 71
CA	Oakhurst	Madera	September 1	September 30	\$ 139	\$ 71
CA	Oakland	Alameda	September 1	September 30	\$ 107	\$ 66
CA	Palm Springs	Riverside	October 1	April 30	\$ 137	\$ 66
CA	Palm Springs	Riverside	May 1	September 30	\$ 106	\$ 66
CA	Point Arena / Gualala	Mendocino		September 30	\$ 100	\$ 76
0.1		Sacramento			\$ 135	\$ 66
CA	Sacramento					
CA CA	Sacramento San Diego	San Diego	October 1	December 31	\$ 160	\$ 71

			-			
CA	San Diego	San Diego	August 1	September 30	\$ 160	\$ 71
CA	San Francisco	San Francisco	October 1	October 31	\$ 299	\$ 76
CA	San Francisco	San Francisco	November 1	December 31	\$ 247	\$ 76
CA	San Francisco	San Francisco	January 1	August 31	\$ 270	\$ 76
CA	San Francisco	San Francisco	September 1	September 30	\$ 299	\$ 76
			September i	September 30		
CA	San Luis Obispo	San Luis Obispo			\$ 123	\$ 71
CA	San Mateo / Foster City / Belmont	San Mateo	October 1	October 31	\$ 211	\$ 66
CA	San Mateo / Foster City / Belmont	San Mateo	November 1	December 31	\$ 196	\$ 66
CA	San Mateo / Foster City / Belmont	San Mateo	January 1	September 30	\$ 211	\$ 66
	· · ·		,			
CA	Santa Barbara	Santa Barbara	October 1	June 30	\$ 168	\$ 76
CA	Santa Barbara	Santa Barbara	July 1	August 31	\$ 223	\$ 76
CA	Santa Barbara	Santa Barbara	September 1	September 30	\$ 168	\$ 76
CA	Santa Cruz	Santa Cruz	October 1	May 31	\$ 126	\$ 61
CA	Santa Cruz	Santa Cruz	June 1	August 31	\$ 160	\$ 61
CA	Santa Cruz	Santa Cruz	September 1	September 30	\$ 126	\$ 61
CA	Santa Monica	City limits of Santa Monica	October 1	June 30	\$ 247	\$ 76
CA	Santa Monica	City limits of Santa Monica	July 1	August 31	\$ 299	\$ 76
CA	Santa Monica	City limits of Santa Monica	September 1	September 30	\$ 247	\$ 76
CA	Santa Rosa	Sonoma			\$ 158	\$ 71
CA	South Lake Tahoe	El Dorado	October 1	November 30	\$ 119	\$ 66
CA	South Lake Tahoe	El Dorado	December 1	June 30	\$ 128	\$ 66
CA	South Lake Tahoe	El Dorado	July 1	August 31	\$ 159	\$ 66
CA	South Lake Tahoe	El Dorado	September 1	September 30	\$ 119	\$ 66
CA	Stockton	San Joaquin			\$ 116	\$ 61
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	October 1	December 31	\$ 229	\$ 66
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	January 1	March 31	\$ 239	\$ 66
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	April 1	September 30	\$ 229	\$ 66
CA	Tahoe City	Placer			\$ 113	\$ 61
CA	Truckee	Nevada			\$ 126	\$ 76
CA	Visalia	Tulare			\$ 106	\$ 61
CA	West Sacramento / Davis	Yolo			\$ 125	\$ 71
CA	Yosemite National Park	Mariposa	October 1	May 31	\$ 120	\$ 76
CA	Yosemite National Park	Mariposa	June 1	August 31	\$ 139	\$ 76
CA	Yosemite National Park	Mariposa	September 1	September 30	\$ 120	\$ 76
CO	Aspen	Pitkin	October 1	November 30	\$ 175	\$ 76
CO	Aspen	Pitkin	December 1	March 31	\$ 349	\$ 76
CO	Aspen	Pitkin	April 1	May 31	\$ 151	\$ 76
CO	Aspen	Pitkin	June 1	September 30	\$ 175	\$ 76
CO	Boulder / Broomfield	Boulder / Broomfield	October 1	April 30	\$ 131	\$ 66
CO	Boulder / Broomfield	Boulder / Broomfield	May 1	August 31	\$ 159	\$ 66
CO	Boulder / Broomfield	Boulder / Broomfield	September 1	September 30	\$ 131	\$ 66
CO	Colorado Springs	El Paso	October 1	May 31	\$ 105	\$ 66
CO	Colorado Springs	El Paso	June 1	August 31	\$ 134	\$ 66
CO	Colorado Springs	El Paso	September 1	September 30	\$ 105	\$ 66
	Cortez			May 31		
CO		Montezuma	October 1	1 -	\$ 94	\$ 61
CO	Cortez	Montezuma	June 1	September 30	\$ 118	\$ 61
CO	Crested Butte / Gunnison	Gunnison	October 1	November 30	\$ 120	\$ 76
CO	Crested Butte / Gunnison	Gunnison	December 1	March 31	\$ 160	\$ 76
CO	Crested Butte / Gunnison	Gunnison	April 1	May 31	\$ 103	\$ 76
						-
CO	Crested Butte / Gunnison	Gunnison	June 1	September 30	\$ 120	\$ 76
со	Denver / Aurora	Denver / Adams / Arapahoe /			\$ 181	\$ 76
		Jefferson				
CO	Douglas	Douglas			\$ 127	\$ 61
CO	Durango	La Plata	October 1	May 31	\$ 105	\$ 71
CO	Durango	La Plata	June 1	September 30	\$ 153	\$ 71
	· · ·			September 30		
CO	Fort Collins / Loveland	Larimer			\$ 116	\$ 61
CO	Grand Lake	Grand	October 1	November 30	\$ 128	\$ 76
CO	Grand Lake	Grand	December 1	March 31	\$ 196	\$ 76
CO	Grand Lake	Grand	April 1	May 31	\$ 110	\$ 76
CO	Grand Lake	Grand	June 1	September 30	\$ 128	\$ 76
			June I	September 30		
CO	Montrose	Montrose	-		\$ 99	\$ 56
CO	Silverthorne / Breckenridge	Summit	October 1	November 30	\$ 137	\$ 76
CO	Silverthorne / Breckenridge	Summit	December 1	March 31	\$ 224	\$ 76
CO	Silverthorne / Breckenridge	Summit	April 1	May 31	\$ 116	\$ 76
<u>co</u>	· · · · · · · · · · · · · · · · · · ·		June 1	September 30	\$ 137	
	Silverthorne / Breckenridge	Summit				\$ 76
CO	Steamboat Springs	Routt	October 1	November 30	\$ 100	\$ 76
CO	Steamboat Springs	Routt	December 1	March 31	\$ 124	\$ 76
CO	Steamboat Springs	Routt	April 1	May 31	\$ 94	\$ 76
<u>CO</u>	Steamboat Springs	Routt	June 1	August 31	\$ 131	\$ 76
<u>co</u>						
	Steamboat Springs	Routt	September 1	September 30	\$ 100	\$ 76
	Telluride	San Miguel	October 1	December 31	\$ 218	\$ 76
CO				March 31	\$ 383	\$ 76
	Telluride	San Miguel	January 1	iviarch 51	\$ JUJI	$\Psi I G$
CO CO	Telluride					
CO CO CO	Telluride Telluride	San Miguel	April 1	September 30	\$ 218	\$ 76
CO CO	Telluride					

CO	Vail	Eagle	April 1	June 30	\$ 163	\$ 76
CO	Vail	Eagle	July 1	August 31	\$ 212	\$ 76
CO	Vail	Eagle	September 1	September 30	\$ 153	\$ 76
CT	Bridgeport / Danbury	Fairfield			\$ 127	\$ 66
CT	Cromwell / Old Saybrook	Middlesex			\$ 95	\$ 61
CT	Hartford	Hartford			\$ 128	\$ 61
CT	New Haven	New Haven			\$ 120	\$ 61
CT	New London / Groton	New London			\$ 105	\$ 71
DC	District of Columbia	Washington DC (also the cities of	October 1	October 31	\$ 103	\$ 76
		Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)			\$ 201	\$70
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	November 1	February 28	\$ 181	\$ 76
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's	March 1	June 30	\$ 251	\$ 76
DC	District of Columbia	in Maryland) Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	July 1	August 31	\$ 179	\$ 76
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	September 1	September 30	\$ 251	\$ 76
DE	Dover	Kent	October 1	May 31	\$ 94	\$ 56
DE	Dover	Kent	June 1	July 31	\$ 118	\$ 56
DE	Dover	Kent	August 1	September 30	\$ 94	\$ 56
DE	Lewes	Sussex	October 1	April 30	\$ 94	\$ 61
DE	Lewes	Sussex	May 1	June 30	\$ 131	\$ 61
DE	Lewes	Sussex	July 1	August 31	\$ 193	\$ 61
DE	Lewes	Sussex	September 1	September 30	\$ 94	\$ 61
DE	Wilmington	New Castle			\$ 128	\$ 56
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	October 1	November 30	\$ 121	\$ 61
FL	Boca Raton / Delray Beach / Jupiter		December 1	April 30	\$ 199	\$ 61
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	May 1	September 30	\$ 121	\$ 61
FL	Bradenton	Manatee	October 1	January 31	\$ 107	\$ 56
FL	Bradenton	Manatee	February 1	March 31	\$ 157	\$ 56
FL	Bradenton	Manatee	April 1	September 30	\$ 107	\$ 56
FL	Cocoa Beach	Brevard	October 1	January 31	\$ 128	\$ 71
FL	Cocoa Beach	Brevard	February 1	March 31	\$ 168	\$ 71
FL	Cocoa Beach	Brevard	April 1	September 30	\$ 128	\$ 71
FL	Daytona Beach	Volusia	October 1	January 31	\$ 99	\$ 56
FL	Daytona Beach	Volusia	February 1	March 31	\$ 131	\$ 56
FL	Daytona Beach	Volusia	April 1	July 31	\$ 113	\$ 56
FL	Daytona Beach	Volusia	August 1	September 30	\$ 99	\$ 56
FL	Fort Lauderdale	Broward	October 1	December 31	\$ 157	\$ 66
FL	Fort Lauderdale	Broward	January 1	April 30	\$ 208	\$ 66
1 L					\$ 208	
FI		Broward	May 1		J 124	\$ 66
FL	Fort Lauderdale	Broward	May 1 October 1	September 30		¢ ^ 4
FL	Fort Lauderdale Fort Myers	Lee	October 1	January 31	\$ 121	\$ 61
FL FL	Fort Lauderdale Fort Myers Fort Myers	Lee Lee	October 1 February 1	January 31 March 31	\$ 121 \$ 214	\$ 61
FL FL FL	Fort Lauderdale Fort Myers Fort Myers Fort Myers	Lee Lee Lee	October 1 February 1 April 1	January 31 March 31 September 30	\$ 121 \$ 214 \$ 121	\$ 61 \$ 61
	Fort Lauderdale Fort Myers Fort Myers	Lee Lee	October 1 February 1	January 31 March 31	\$ 121 \$ 214	\$ 61
FL FL FL	Fort Lauderdale Fort Myers Fort Myers Fort Myers Fort Walton Beach / De Funiak	Lee Lee Lee	October 1 February 1 April 1	January 31 March 31 September 30	\$ 121 \$ 214 \$ 121	\$ 61 \$ 61

FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	June 1	July 31	\$ 229	\$ 66
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton	August 1	September 30	\$ 143	\$ 66
FL	Gainesville	Alachua			\$ 106	\$ 61
FL	Gulf Breeze	Santa Rosa	October 1	February 28	\$ 94	\$ 71
FL	Gulf Breeze	Santa Rosa	March 1	May 31	\$ 101	\$ 71
FL	Gulf Breeze	Santa Rosa	June 1	July 31	\$ 129	\$ 71
FL	Gulf Breeze	Santa Rosa	August 1	September 30	\$ 94	\$ 71
FL	Key West	Monroe	October 1	November 30	\$ 200	\$ 66
FL	Key West	Monroe	December 1	January 31	\$ 231	\$ 66
FL	Key West	Monroe	February 1	April 30	\$ 282	\$ 66
FL	Key West	Monroe	May 1	September 30	\$ 192	\$ 66
FL	Miami	Miami-Dade	October 1	November 30	\$ 140	\$ 66
FL	Miami	Miami-Dade	December 1	March 31	\$ 192	\$ 66
FL	Miami	Miami-Dade	April 1	May 31	\$ 141	\$ 66
FL	Miami	Miami-Dade	June 1	September 30	\$ 118	\$ 66
FL	Naples	Collier	October 1	November 30	\$ 122	\$ 66
FL	Naples	Collier	December 1	January 31	\$ 161	\$ 66
FL	Naples	Collier	February 1	April 30	\$ 190	\$ 66
FL	Naples	Collier	May 1	September 30	\$ 96	\$ 66
FL	Orlando	Orange	October 1	December 31	\$ 122	\$ 66
	Orlando			March 31	\$ 152	
FL	-	Orange	January 1			\$ 66
FL	Orlando	Orange	April 1	September 30	\$ 122	\$ 66
FL	Panama City	Вау	October 1	February 28	\$ 94	\$ 66
FL	Panama City	Вау	March 1	May 31	\$ 120	\$ 66
FL	Panama City	Bay	June 1	August 31	\$ 150	\$ 66
FL	Panama City	Bay	September 1	September 30	\$ 94	\$ 66
FL	Pensacola	Escambia	October 1	February 28	\$ 108	\$ 61
FL	Pensacola	Escambia	March 1	May 31	\$ 108	\$ 61
FL	Pensacola	Escambia	June 1	July 31	\$ 166	\$ 61
FL	Pensacola	Escambia	August 1	September 30	\$ 108	\$ 61
FL	Punta Gorda	Charlotte	October 1	January 31	\$ 94	\$ 61
FL	Punta Gorda	Charlotte	February 1	March 31	\$ 172	\$ 61
FL	Punta Gorda	Charlotte	April 1	September 30	\$ 94	\$ 61
FL	Sarasota	Sarasota	October 1	November 30	\$ 108	\$ 61
	Sarasota	Sarasota	December 1		\$ 149	
FL				April 30		\$ 61
FL	Sarasota	Sarasota	May 1	September 30	\$ 108	\$ 61
FL	Sebring	Highlands			\$ 100	\$ 61
FL	St. Augustine	St. Johns			\$ 125	\$ 61
FL	Stuart	Martin	October 1	April 30	\$ 120	\$ 66
FL	Stuart	Martin	May 1	June 30	\$ 97	\$ 66
FL	Stuart	Martin	July 1	September 30	\$ 120	\$ 66
FL	Tallahassee	Leon	October 1	December 31	\$ 102	\$ 61
FL	Tallahassee	Leon	January 1	April 30	\$ 125	\$ 61
FL	Tallahassee	Leon	May 1	September 30	\$ 102	\$ 61
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	October 1	December 31	\$ 121	\$ 61
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	January 1	April 30	\$ 155	\$ 61
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	May 1	September 30	\$ 121	\$ 61
FL	Vero Beach	Indian River	October 1	November 30	\$ 126	\$ 61
FL	Vero Beach	Indian River	December 1	April 30	\$ 183	\$ 61
FL	Vero Beach	Indian River	May 1	September 30	\$ 126	\$ 61
GA	Athens	Clarke			\$ 103	\$ 56
GA	Atlanta	Fulton / Dekalb	October 1	October 31	\$ 159	\$ 66
GA	Atlanta	Fulton / Dekalb	November 1	August 31	\$ 152	\$ 66
GA	Atlanta	Fulton / Dekalb	September 1	September 30	\$ 159	\$ 66
GA	Augusta	Richmond			\$ 102	\$ 61
GA	Jekyll Island / Brunswick	Glynn	October 1	February 28	\$ 128	\$ 76
	Jekyll Island / Brunswick		March 1			
GA		Glynn		July 31	\$ 167	\$ 76
GA	Jekyll Island / Brunswick	Glynn	August 1	September 30	\$ 128	\$ 76
GA	Marietta	Cobb			\$ 116	\$ 61
GA	Savannah	Chatham	October 1	February 28	\$ 116	\$ 61
GA	Savannah	Chatham	March 1	April 30	\$ 134	\$ 61
GA	Savannah	Chatham	May 1	September 30	\$ 116	\$ 61
IA	Dallas	Dallas		Coptornibor 00	\$ 114	\$ 56
		Polk			\$ 108	
IA	Des Moines			Mar. 24		\$ 61
ID	Coeur d'Alene	Kootenai	October 1	May 31	\$ 94	\$ 61
ID	Coeur d'Alene	Kootenai	June 1	August 31	\$ 135	\$ 61
ID	Coeur d'Alene	Kootenai	September 1	September 30	\$ 94	\$ 61
ID	Sun Valley / Ketchum	Blaine / Elmore	October 1	May 31	\$ 108	\$ 66
ID	Sun Valley / Ketchum	Blaine / Elmore	June 1	August 31	\$ 146	\$ 66
				, v		
ID	Sun Valley / Ketchum Bolingbrook / Romeoville / Lemont	Blaine / Elmore	September 1	September 30	\$ 108	\$ 66
	I Roundbrook / Romeoville / Lemont	Will			\$ 102	\$ 56
IL			-			
IL IL	Chicago	Cook / Lake Cook / Lake	October 1 December 1	November 30 March 31	\$ 223 \$ 131	\$ 76 \$ 76

IN Indianapolis / Carr IN Lafayette / West Li IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Louisville KA New Orleans LA New Orleans		Cook / Lake	April 1	June 30	\$ 219	\$ 76
IL Chicago IL East St. Louis / O'l Heights Oak Brook Terrace IN Bloomington IN Bloomington IN Bloomington IN Bloomington IN Ft. Wayne IN Hammond / Munst IN Indianapolis / Carr IN Lafayette / West L IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Lexington KY Lexington KY Louisville KY Louisville KY Louisville LA Alexandria / Leesv LA New Orleans LA New Orleans LA New Orleans LA New Orleans MA Andover MA Boston / Cambridg MA Boston / Cambridg MA<		Cook / Lake	July 1	August 31	\$ 183	\$ 76
L East St. Louis / O'l Heights L Qak Brook Terrace N Bloomington N Bloomington N Bloomington N Ft. Wayne N Ft. Wayne N Ft. Wayne N Hammond / Munst N Indianapolis / Carr N Lafayette / West Li N South Bend KS Wichita KY Boone KY Lexington KY Lexington KY Lexington KY Louisville A Alexandria / Leesv A Alexandria / Leesv A New Orleans A New Orleans A Andover MA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Wobur MA Boston / Wobur MA Falmouth MA Falmouth	<u> </u>	Cook / Lake	September 1	September 30	\$ 103	\$ 76
HeightsILOak Brook TerraceINBloomingtonINBloomingtonINBloomingtonINFt. WayneINHammond / MunstINIndianapolis / CarrINLafayette / West LainINSouth BendKSKansas City / OverKSWichitaKYBooneKYKentonKYLexingtonKYLexingtonKYLexingtonKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKYLouisvilleKANew OrleansLANew OrleansMAAndoverMABoston / CambridgMABoston / CambridgMABurlington / WoburMABurlington / WoburMAFalmouthMAFalmouthMAFalmouthMAFalmouthMAFalmouthMAFalmouthMAMartha's VineyardMAMartha's Vineyard<		St. Clair	September	September 30	\$ 133	\$ 66
L Oak Brook Terrace IN Bloomington IN Bloomington IN Bloomington IN Bloomington IN Ft. Wayne IN Hammond / Munst IN Lafayette / West L. IN South Bend KS Kansas City / Over KS Kansas City / Over KS Wichita KY Boone KY Lexington KY Lexington KY Lexington KY Louisville LA Alexandria / Leesv LA Baton Rouge LA New Orleans LA New Orleans MA Andover MA Boston / Cambridg MA Boston / Cambridg MA					φ 155	φυά
IN Bloomington IN Bloomington IN Bloomington IN Ft. Wayne IN Harmond / Munst IN Indianapolis / Carr IN Lafayette / West L IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Lexington KY Lexington KY Lexington KY Louisville KA New Orleans LA Nedover		Dunaga			¢ 112	¢ci
IN Bloomington IN Bloomington IN Ft. Wayne IN Hammond / Munst IN Indianapolis / Carr IN Lafayette / West L IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Louisville KA Andover		Dupage	0.1.1	A	\$ 113	\$ 61
IN Bloomington IN Ft. Wayne IN Hammond / Munst IN Indianapolis / Carr IN Lafayette / West Li IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Louisville KA Alexandria / Leesv LA New Orleans LA New Orleans LA New Orleans MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA		Monroe	October 1	April 30	\$ 97	\$ 61
IN Ft. Wayne IN Hammond / Munst IN Indianapolis / Carr IN Lafayette / West L. IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Lexington KY Lexington KY Lexington KY Louisville KY Louisville KY Louisville KY Louisville LA Alexandria / Leesv LA Baton Rouge LA New Orleans LA New Orleans LA New Orleans LA New Orleans LA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Falmouth </td <td></td> <td>Monroe</td> <td>May 1</td> <td>August 31</td> <td>\$ 112</td> <td>\$ 61</td>		Monroe	May 1	August 31	\$ 112	\$ 61
IN Hammond / Munst IN Indianapolis / Carr IN Lafayette / West L IN South Bend KS Kansas City / Ovel KS Wichita KY Boone KY Lexington KY Lexington KY Louisville LA Alexandria / Leesv LA New Orleans LA New Orleans LA New Orleans MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth		Monroe	September 1	September 30	\$ 97	\$ 61
IN Indianapolis / Carr IN Lafayette / West Li IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Louisville KA New Orleans LA New Orleans		Allen			\$ 104	\$ 56
IN Lafayette / West L. IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Lexington KY Louisville KA Alexandria / Leesv LA New Orleans LA New Orleans MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth	nond / Munster / Merrillville	Lake			\$ 98	\$ 61
IN Lafayette / West L. IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Lexington KY Louisville LA New Orleans LA New Orleans MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth	apolis / Carmel	Marion / Hamilton			\$ 125	\$ 56
IN South Bend KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Lexington KY Louisville KA Alexandria / Leesv LA New Orleans LA New Orleans LA New Orleans MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur <td></td> <td>Tippecanoe</td> <td></td> <td></td> <td>\$ 106</td> <td>\$ 56</td>		Tippecanoe			\$ 106	\$ 56
KS Kansas City / Over KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Lexington KY Louisville KA Alexandria / Leesv LA Baton Rouge LA New Orleans LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis </td <td></td> <td>St. Joseph</td> <td></td> <td></td> <td>\$ 98</td> <td>\$ 61</td>		St. Joseph			\$ 98	\$ 61
KS Wichita KY Boone KY Kenton KY Lexington KY Lexington KY Lexington KY Louisville KA Alexandria / Leesv LA New Orleans LA New Orleans LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Martha's Vineyard		Wyandotte / Johnson / Leavenworth			\$ 125	
KY Boone KY Kenton KY Lexington KY Lexington KY Louisville LA Baton Rouge LA New Orleans LA New Orleans LA New Orleans LA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy <td></td> <td>,</td> <td></td> <td></td> <td></td> <td>\$ 66</td>		,				\$ 66
KY Kenton KY Lexington KY Lexington KY Louisville LA Alexandria / Leesv LA New Orleans LA New Orleans LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket		Sedgwick			\$ 101	\$ 61
KY Lexington KY Lexington KY Louisville LA Alexandria / Leesv LA Baton Rouge LA New Orleans LA New Orleans LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Nartucket MA Northampton <td></td> <td>Boone</td> <td></td> <td></td> <td>\$ 113</td> <td>\$ 56</td>		Boone			\$ 113	\$ 56
KY Lexington KY Louisville LA Alexandria / Leesv LA Baton Rouge LA New Orleans LA New Orleans LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA		Kenton			\$ 142	\$ 76
KY Lexington KY Louisville LA Alexandria / Leesv LA New Orleans LA New Orleans LA New Orleans LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA	Jton	Fayette	October 1	October 31	\$ 112	\$ 56
KY Louisville KY Louisville KY Louisville KY Louisville KA Alexandria / Leesv LA Baton Rouge LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Combridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Nantucket MA Nantucket MA Nantucket MA Pittsfield MA Pitts	Jton	Fayette	November 1	March 31	\$ 102	\$ 56
KY Louisville KY Louisville KY Louisville KY Louisville KA Alexandria / Leesv LA Baton Rouge LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Combridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Nantucket MA Nantucket MA Nantucket MA Pittsfield MA Pitts	aton	Fayette	April 1	September 30	\$ 112	\$ 56
KY Louisville KY Louisville LA Alexandria / Leesv LA Baton Rouge LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA		Jefferson	October 1	January 31	\$ 122	\$ 61
KY Louisville LA Alexandria / Leesv LA Alexandria / Leesv LA New Orleans LA Andover MA Andover MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Nartucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy		Jefferson	February 1	May 31	\$ 136	\$ 61
LA Alexandria / Leesv LA Baton Rouge LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Boston / Combridg MA Boston / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy		Jefferson	June 1	September 30	\$ 130	\$ 61
LA Baton Rouge LA New Orleans MA Andover MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA <td< td=""><td>ndria / Leesville / Natchitoches</td><td>Allen / Jefferson Davis / Natchitoches</td><td></td><td>September 50</td><td>\$ 98</td><td>\$ 66</td></td<>	ndria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches		September 50	\$ 98	\$ 66
LA New Orleans LA New Orleans LA New Orleans MA Andover MA Andover MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittory MA Qu	Idna / Leesville / Natchiloches	/ Rapides / Vernon Parishes			\$ 90	\$ OC
LA New Orleans LA New Orleans LA New Orleans MA Andover MA Andover MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittory MA Qu	Rouge	East Baton Rouge Parish	1		\$ 100	\$ 61
LA New Orleans LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy		Orleans / Jefferson Parishes	October 1	January 31	\$ 150	\$ 71
LA New Orleans MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Burlington / Wobur MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy					\$ 150	
MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittory MA Quincy		Orleans / Jefferson Parishes	February 1	June 30		\$ 71
MA Andover MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy		Orleans / Jefferson Parishes	July 1	September 30	\$ 118	\$ 71
MA Andover MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy		Essex	October 1	October 31	\$ 128	\$ 61
MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy	er	Essex	November 1	April 30	\$ 107	\$ 61
MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy	/er	Essex	May 1	September 30	\$ 128	\$ 61
MA Boston / Cambridg MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy	n / Cambridge	Suffolk, city of Cambridge	October 1	November 30	\$ 273	\$ 71
MA Boston / Cambridg MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy		Suffolk, city of Cambridge	December 1	February 28	\$ 163	\$ 71
MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittory MA Quincy		Suffolk, city of Cambridge	March 1	September 30	\$ 273	\$ 71
MA Burlington / Wobur MA Burlington / Wobur MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy		Middlesex less the city of Cambridge	October 1	October 31	\$ 162	\$ 61
MA Burlington / Wobur MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy	-	Middlesex less the city of Cambridge	November 1	February 28	\$ 102	\$ 61
MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy	-	Middlesex less the city of Cambridge	March 1	September 30	\$ 162	\$ 61
MA Falmouth MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy	-	City limits of Falmouth		April 30	\$ 102	\$ 71
MA Falmouth MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy			October 1			
MA Falmouth MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Martha's Vineyard MA Nartha's Vineyard MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy		City limits of Falmouth	May 1	June 30	\$ 162	\$ 71
MA Hyannis MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy MA Quincy		City limits of Falmouth	July 1	August 31	\$ 257	\$ 71
MA Hyannis MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Martha's Vineyard MA Mattha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy MA Quincy	uth	City limits of Falmouth	September 1	September 30	\$ 127	\$ 71
MA Hyannis MA Hyannis MA Martha's Vineyard MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy MA Quincy	iis	Barnstable less the city of Falmouth	October 1	June 30	\$ 113	\$ 71
MA Martha's Vineyard MA Martha's Vineyard MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy MA Quincy	iis	Barnstable less the city of Falmouth	July 1	August 31	\$ 192	\$ 71
MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy MA Quincy	is	Barnstable less the city of Falmouth	September 1	September 30	\$ 113	\$ 71
MA Martha's Vineyard MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy MA Quincy	a's Vinevard	Dukes	October 1	May 31	\$ 145	\$ 76
MA Nantucket MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy		Dukes	June 1	September 30	\$ 323	\$ 76
MA Nantucket MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Plymouth / Taunto MA Quincy MA Quincy		Nantucket	October 1	May 31	\$ 143	\$ 76
MA Northampton MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Pittsfield MA Quincy MA Quincy MA Quincy		Nantucket		September 30	\$ 143	
MA Pittsfield MA Pittsfield MA Pittsfield MA Plymouth / Taunto MA Quincy MA Quincy MA Quincy			June 1	September 30		\$ 76
MA Pittsfield MA Pittsfield MA Plymouth / Taunto MA Quincy MA Quincy MA Quincy		Hampshire			\$ 110	\$ 71
MA Pittsfield MA Plymouth / Taunto MA Quincy MA Quincy MA Quincy		Berkshire	October 1	May 31	\$ 119	\$ 71
MA Plymouth / Taunto MA Quincy MA Quincy MA Quincy		Berkshire	June 1	August 31	\$ 146	\$ 71
MA Quincy MA Quincy MA Quincy		Berkshire	September 1	September 30	\$ 119	\$ 71
MA Quincy MA Quincy MA Quincy	outh / Taunton / New Bedford	Plymouth / Bristol			\$ 115	\$ 61
MA Quincy MA Quincy		Norfolk	October 1	October 31	\$ 165	\$ 66
MA Quincy	/	Norfolk	November 1	April 30	\$ 134	\$ 66
	<i>.</i>	Norfolk	May 1	September 30	\$ 165	\$ 66
N//A ISpringtiold		Hampden	ivity i	Coptember 50	\$ 105	\$ 56
MA Springfield						
MA Worcester		Worcester			\$ 126	\$ 61
	een / Bel Air / Belcamp	Harford			\$ 107	\$ 61
MD Annapolis	olis	Anne Arundel	October 1	October 31	\$ 134	\$ 66
MD Annapolis	olis	Anne Arundel	November 1	April 30	\$ 109	\$ 66
MD Annapolis		Anne Arundel	May 1	September 30	\$ 134	\$ 66
MD Baltimore City		Baltimore City	October 1	November 30	\$ 157	\$ 71
MD Baltimore City	· · · · · · · · · · · · · · · · · · ·	Baltimore City	December 1	February 28	\$ 137	\$ 71
	· · · · · · · · · · · · · · · · · · ·					
MD Baltimore City MD Baltimore City		Baltimore City Baltimore City	March 1 September 1	August 31 September 30	\$ 149 \$ 157	<u>\$ 71</u> \$ 71

MD	Baltimore County	Baltimore			\$ 102	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	October 1	May 31	\$ 118	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	June 1	August 31	\$ 163	\$ 61
MD	Cambridge / St. Michaels	Dorchester / Talbot	September 1	September 30	\$ 118	\$ 61
MD	Centreville	Queen Anne			\$ 118	\$ 71
MD	Columbia	Howard			\$ 106	\$ 66
MD	Frederick	Frederick			\$ 100	\$ 61
MD	Ocean City	Worcester	October 1	June 30	\$ 106	\$ 66
MD	Ocean City				\$ 100	
		Worcester	July 1	August 31		\$ 66
MD	Ocean City	Worcester	September 1	September 30	\$ 106	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	October 1	October 31	\$ 164	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	November 1	June 30	\$ 125	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	July 1	August 31	\$ 218	\$ 66
ME	Bar Harbor / Rockport	Hancock / Knox	September 1	September 30	\$ 164	\$ 66
ME	Kennebunk / Kittery / Sanford	York	October 1	October 31	\$ 110	\$ 76
ME	Kennebunk / Kittery / Sanford	York	November 1	June 30	\$ 94	\$ 76
ME	Kennebunk / Kittery / Sanford		July 1		\$ 147	\$ 76
		York		August 31		
ME	Kennebunk / Kittery / Sanford	York	September 1	September 30	\$ 110	\$ 76
ME	Portland	Cumberland / Sagadahoc	October 1	October 31	\$ 146	\$ 61
ME	Portland	Cumberland / Sagadahoc	November 1	June 30	\$ 110	\$ 61
ME	Portland	Cumberland / Sagadahoc	July 1	August 31	\$ 174	\$ 61
ME	Portland	Cumberland / Sagadahoc	September 1	September 30	\$ 146	\$ 61
MI	Ann Arbor	Washtenaw			\$ 120	\$ 61
MI	Benton Harbor / St. Joseph /	Berrien	October 1	June 30	\$ 94	\$ 61
	Stevensville					
MI	Benton Harbor / St. Joseph / Stevensville	Berrien	July 1	August 31	\$ 113	\$ 61
MI	Benton Harbor / St. Joseph /	Berrien	September 1	September 30	\$ 94	\$ 61
	Stevensville					
MI	Detroit	Wayne			\$ 131	\$ 56
MI	East Lansing / Lansing	Ingham / Eaton			\$ 108	\$ 56
MI	Grand Rapids	Kent			\$ 118	\$ 61
MI	Holland	Ottawa	October 1	April 30	\$ 106	\$ 56
MI	Holland	Ottawa	May 1	August 31	\$ 126	\$ 56
MI	Holland	Ottawa	September 1	September 30	\$ 106	\$ 56
MI	Kalamazoo / Battle Creek	Kalamazoo / Calhoun	Oepternber 1	Ceptember 50	\$ 100	\$ 56
			Ostahan 1	lune 20		
MI	Mackinac Island	Mackinac	October 1	June 30	\$ 94	\$ 56
MI	Mackinac Island	Mackinac	July 1	August 31	\$ 119	\$ 56
MI	Mackinac Island	Mackinac	September 1	September 30	\$ 94	\$ 56
MI	Midland	Midland			\$ 113	\$ 56
MI	Muskegon	Muskegon	October 1	May 31	\$ 94	\$ 61
MI	Muskegon	Muskegon	June 1	August 31	\$ 123	\$ 61
MI	Muskegon	Muskegon	September 1	September 30	\$ 94	\$ 61
MI	Petoskey	Emmet	October 1	June 30	\$ 101	\$ 56
MI	Petoskey	Emmet	July 1	August 31	\$ 157	\$ 56
MI	Petoskey	Emmet	September 1	September 30	\$ 101	\$ 56
MI	Pontiac / Auburn Hills	Oakland			\$ 117	\$ 56
MI	South Haven	Van Buren	October 1	May 31	\$ 94	\$ 61
MI	South Haven	Van Buren	June 1	August 31	\$ 117	\$ 61
MI	South Haven	Van Buren	September 1	September 30	\$ 94	\$ 61
MI	Traverse City	Grand Traverse	October 1	June 30	\$ 107	\$ 66
MI	Traverse City	Grand Traverse	July 1	August 31	\$ 184	\$ 66
MI	Traverse City	Grand Traverse	September 1	September 30	\$ 107	\$ 66
MN	Duluth	St. Louis	October 1	October 31	\$ 154	\$ 76
MN		St. Louis			\$ 134	
	Duluth		November 1	May 31		\$ 76
MN	Duluth	St. Louis	June 1	August 31	\$ 171	\$ 76
MN	Duluth	St. Louis	September 1	September 30	\$ 154	\$ 76
MN	Eagan / Burnsville / Mendota Heights	Dakota			\$ 99	\$ 71
MN	Minneapolis / St. Paul	Hennepin / Ramsey	October 1	October 31	\$ 151	\$ 76
MN	Minneapolis / St. Paul	Hennepin / Ramsey	November 1	March 31	\$ 135	\$ 76
MN	Minneapolis / St. Paul	Hennepin / Ramsey	April 1	September 30	\$ 151	\$ 76
MN	Rochester	Olmsted	, prin 1	September 30	\$ 131	\$ 70
MO	Kansas City	Jackson / Clay / Cass / Platte			\$ 125	\$ 66
MO	St. Louis	St. Louis / St. Louis City / St. Charles			\$ 133	\$ 66
MS	Oxford	Lafayette			\$ 105	\$ 61
MS	Southaven	Desoto			\$ 108	\$ 56
MS	Starkville	Oktibbeha			\$ 98	\$ 66
MT	Big Sky / West Yellowstone	Gallatin	October 1	May 31	\$ 95	\$ 61
MT	Big Sky / West Yellowstone	Gallatin	June 1	September 30	\$ 160	\$ 61
				September 30	\$ 101	
MT	Helena Missoula / Polson / Kalispell	Lewis and Clark	Out-the t	1		\$ 66
NAT	INVISEOUND / HOLEON / KONEDON	Missoula / Lake / Flathead	October 1	June 30	\$ 95	\$ 61
MT						
MT MT MT	Missoula / Polson / Kalispell Missoula / Polson / Kalispell Missoula / Polson / Kalispell	Missoula / Lake / Flathead Missoula / Lake / Flathead	July 1 September 1	August 31 September 30	\$ 146 \$ 95	<u>\$ 61</u> \$ 61

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NC	Asheville	Buncombe	October 1	October 31	\$ 122	\$ 56
NC	Asheville	Buncombe	November 1	December 31	\$ 115	\$ 56
NC	Asheville	Buncombe	January 1	March 31	\$ 95	\$ 56
NC	Asheville	Buncombe	April 1	September 30	\$ 122	\$ 56
NC	Atlantic Beach / Morehead City	Carteret	October 1	May 31	\$ 94	\$ 61
NC	Atlantic Beach / Morehead City	Carteret	June 1	August 31	\$ 127	\$ 61
NC	Atlantic Beach / Morehead City	Carteret	September 1	September 30	\$ 94	\$ 61
NC	Chapel Hill	Orange			\$ 116	\$ 66
NC	Charlotte	Mecklenburg			\$ 130	\$ 56
NC	Durham	Durham			\$ 107	\$ 61
NC	Fayetteville	Cumberland			\$ 106	\$ 56
NC	Greensboro	Guilford	October 1	October 31	\$ 109	\$ 56
NC	Greensboro	Guilford	November 1	March 31	\$ 100	\$ 56
NC	Greensboro	Guilford	April 1	September 30	\$ 109	\$ 56
NC	Kill Devil Hills	Dare	October 1	March 31	\$ 95	\$ 66
NC	Kill Devil Hills	Dare	April 1	September 30	\$ 168	\$ 66
NC	Raleigh	Wake			\$ 117	\$ 56
NC	Wilmington	New Hanover			\$ 106	\$ 61
NE	Omaha	Douglas			\$ 109	\$ 61
NH	Concord	Merrimack			\$ 109	\$ 66
			Ostahan 1	Eshmunmu 00		
NH	Conway	Caroll	October 1	February 28	\$ 131	\$ 66
NH	Conway	Caroll	March 1	June 30	\$ 119	\$ 66
NH	Conway	Caroll	July 1	August 31	\$ 158	\$ 66
NH	Conway	Caroll	September 1	September 30	\$ 131	\$ 66
NH	Durham	Strafford	October 1	May 31	\$ 108	\$ 61
NH	Durham	Strafford	June 1	August 31	\$ 128	\$ 61
NH	Durham	Strafford	September 1	September 30	\$ 108	\$ 61
NH	Laconia	Belknap	October 1	October 31	\$ 150	\$ 61
NH	Laconia	Belknap	November 1	May 31	\$ 120	\$ 61
NH	Laconia	Belknap	June 1	September 30	\$ 150	\$ 61
NH	Lebanon / Lincoln / West Lebanon	Grafton			\$ 132	\$ 71
NH	Manchester	Hillsborough			\$ 110	\$ 61
NH	Portsmouth	Rockingham	October 1	October 31	\$ 143	\$ 61
NH	Portsmouth	Rockingham	November 1	June 30	\$ 115	\$ 61
NH	Portsmouth	Rockingham	July 1	August 31	\$ 166	\$ 61
NH	Portsmouth	Rockingham	September 1	September 30	\$ 168	\$ 61
NJ	Atlantic City / Ocean City / Cape May		October 1	June 30	\$ 94	\$ 66
INJ	Allantic City / Ocean City / Cape May	Allantic / Cape May	October	Julie 30	\$ 54	φ 00
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May	July 1	August 31	\$ 97	\$ 66
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May	September 1	September 30	\$ 94	\$ 66
NJ	Cherry Hill / Moorestown	Camden / Burlington			\$ 99	\$ 61
NJ	Eatontown / Freehold	Monmouth			\$ 109	\$ 61
NJ	Edison / Piscataway	Middlesex			\$ 109	\$ 61
NJ	-				\$ 108	\$ 66
	Flemington	Hunterdon Essex / Bergen / Hudson / Passaic				
NJ	Newark				\$ 141	\$ 61
NJ	Parsippany	Morris			\$ 152	\$ 61
NJ		Mercer			\$ 128	\$ 61
NJ	Somerset	Somerset			\$ 149	\$ 66
NJ	Springfield / Cranford / New Providence	Union			\$ 120	\$ 66
NU		-			\$ 116	\$ 61
NJ	Toms River	Ocean				
NJ NM	Toms River Carlsbad	Ocean Eddy			\$ 166	\$ 56
			October 1	December 31		
NM NM	Carlsbad Santa Fe	<mark>Eddy</mark> Santa Fe			\$ 166	<mark>\$ 56</mark> \$ 61
NM NM NM	Carlsbad Santa Fe Santa Fe	Eddy Santa Fe Santa Fe	January 1	February 28	\$ 166 \$ 123 \$ 100	<mark>\$ 56</mark> \$ 61 \$ 61
NM NM NM	Carlsbad Santa Fe Santa Fe Santa Fe	Eddy Santa Fe Santa Fe Santa Fe			\$ 166 \$ 123 \$ 100 \$ 123	\$ 56 \$ 61 \$ 61 \$ 61
NM NM NM NM	Carlsbad Santa Fe Santa Fe Santa Fe Taos	Eddy Santa Fe Santa Fe Santa Fe Taos	January 1 March 1	February 28 September 30	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105	\$ 56 \$ 61 \$ 61 \$ 61 \$ 61 \$ 66
NM NM NM NM NM NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe	January 1 March 1 October 1	February 28 September 30 June 30	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114	\$ 56 \$ 61 \$ 61 \$ 61 \$ 61 \$ 66 \$ 66
NM NM NM NM NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe	January 1 March 1 October 1 July 1	February 28 September 30 June 30 August 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 142	\$ 56 \$ 61 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66
NM NM NM NM NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks	Eddy Santa Fe Santa Fe Taos Washoe Washoe Washoe	January 1 March 1 October 1 July 1 September 1	February 28 September 30 June 30 August 31 September 30	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 105 \$ 114 \$ 142 \$ 114	\$ 56 \$ 61 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Washoe Clark	January 1 March 1 October 1 July 1 September 1 October 1	February 28 September 30 June 30 August 31 September 30 December 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 105 \$ 114 \$ 142 \$ 114 \$ 114 \$ 108	\$ 56 \$ 61 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Washoe Clark Clark	January 1 March 1 October 1 July 1 September 1 October 1 January 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 142 \$ 114 \$ 142 \$ 114 \$ 108 \$ 130	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Washoe Clark Clark Clark	January 1 March 1 October 1 July 1 September 1 October 1 January 1 April 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 114 \$ 142 \$ 114 \$ 108 \$ 108 \$ 130 \$ 102	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark	January 1 March 1 October 1 July 1 September 1 October 1 January 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 142 \$ 114 \$ 142 \$ 114 \$ 108 \$ 130 \$ 130 \$ 102 \$ 108	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Albany	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark Clark Clark Albany	January 1 March 1 October 1 July 1 September 1 October 1 January 1 April 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 105 \$ 114 \$ 142 \$ 114 \$ 108 \$ 130 \$ 102 \$ 102 \$ 108 \$ 113	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Albany Binghamton	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark Clark Clark Albany Broome	January 1 March 1 October 1 July 1 September 1 October 1 January 1 April 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 123 \$ 105 \$ 114 \$ 142 \$ 114 \$ 108 \$ 130 \$ 130 \$ 102 \$ 108 \$ 113 \$ 96	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NV NY	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Albany Binghamton Buffalo	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark Clark Clark Albany	January 1 March 1 October 1 July 1 September 1 October 1 January 1 April 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 142 \$ 114 \$ 142 \$ 114 \$ 108 \$ 130 \$ 102 \$ 108 \$ 113 \$ 96 \$ 104	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NV NV NV	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Binghamton Binghamton Buffalo Floral Park / Garden City / Great	Eddy Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark Clark Clark Albany Broome	January 1 March 1 October 1 July 1 September 1 October 1 January 1 April 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 142 \$ 114 \$ 142 \$ 114 \$ 108 \$ 130 \$ 130 \$ 102 \$ 108 \$ 113 \$ 96	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NY NY NY	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Albany Binghamton Buffalo Floral Park / Garden City / Great Neck	Eddy Santa Fe Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Uashoe Clark Clark Clark Clark Clark Clark Elah Nassau	January 1 March 1 October 1 July 1 September 1 October 1 January 1 April 1 September 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31 September 30	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 114 \$ 142 \$ 114 \$ 142 \$ 114 \$ 108 \$ 130 \$ 102 \$ 108 \$ 103 \$ 102 \$ 108 \$ 113 \$ 96 \$ 104 \$ 149	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 66 \$ 6
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NY NY NY NY	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Binghamton Buffalo Floral Park / Garden City / Great Neck Glens Falls	Eddy Santa Fe Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark Clark Clark Elark Albany Broome Erie Nassau Warren	January 1 March 1 October 1 July 1 September 1 January 1 April 1 September 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31 September 30	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 123 \$ 105 \$ 105 \$ 114 \$ 142 \$ 114 \$ 142 \$ 114 \$ 108 \$ 114 \$ 108 \$ 102 \$ 108 \$ 103 \$ 104 \$ 104 \$ 104 \$ 104 \$ 103	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 61 \$ 61
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NV NV NY NY NY NY	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Floral Park / Garden City / Great Neck Glens Falls Glens Falls	Eddy Santa Fe Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark Albany Broome Erie Nassau Warren Warren	January 1 March 1 October 1 July 1 September 1 January 1 April 1 September 1 September 1 October 1 July 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31 September 30 June 30 August 31	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 105 \$ 105 \$ 114 \$ 142 \$ 114 \$ 108 \$ 108 \$ 108 \$ 108 \$ 108 \$ 104 \$ 104 \$ 104 \$ 103 \$ 103	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 61 \$ 62 \$ 66 \$
NM NM NM NM NV NV NV NV NV NV NV NV NV NV NY NY NY NY	Carlsbad Santa Fe Santa Fe Santa Fe Taos Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Incline Village / Reno / Sparks Las Vegas Las Vegas Las Vegas Las Vegas Las Vegas Binghamton Buffalo Floral Park / Garden City / Great Neck Glens Falls	Eddy Santa Fe Santa Fe Santa Fe Santa Fe Taos Washoe Washoe Clark Clark Clark Clark Clark Clark Clark Elark Albany Broome Erie Nassau Warren	January 1 March 1 October 1 July 1 September 1 January 1 April 1 September 1	February 28 September 30 June 30 August 31 September 30 December 31 March 31 August 31 September 30	\$ 166 \$ 123 \$ 100 \$ 123 \$ 105 \$ 123 \$ 105 \$ 105 \$ 114 \$ 142 \$ 114 \$ 142 \$ 114 \$ 108 \$ 114 \$ 108 \$ 102 \$ 108 \$ 103 \$ 104 \$ 104 \$ 104 \$ 104 \$ 103	\$ 56 \$ 61 \$ 61 \$ 66 \$ 66 \$ 66 \$ 66 \$ 61 \$ 61

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NY	Lake Placid	Essex	October 1	February 28	\$ 132	\$ 66
NY	Lake Placid	Essex	March 1	June 30	\$ 119	\$ 66
NY	Lake Placid	Essex	July 1	August 31	\$ 184	\$ 66
NY	Lake Placid	Essex	September 1	September 30	\$ 132	\$ 66
NY	New York City	Bronx / Kings / New York / Queens / Richmond	October 1	December 31	\$ 288	\$ 76
NY	New York City	Bronx / Kings / New York / Queens / Richmond	January 1	February 28	\$ 165	\$ 76
NY	New York City	Bronx / Kings / New York / Queens / Richmond	March 1	June 30	\$ 253	\$ 76
NY	New York City	Bronx / Kings / New York / Queens / Richmond	July 1	August 31	\$ 223	\$ 76
NY	New York City	Bronx / Kings / New York / Queens / Richmond	September 1	September 30	\$ 288	\$ 76
NY	Niagara Falls	Niagara	October 1	June 30	\$ 94	\$ 56
NY	Niagara Falls	Niagara	July 1	August 31	\$ 123	\$ 56
NY	Niagara Falls	Niagara	September 1	September 30	\$ 94	\$ 56
NY	Nyack / Palisades	Rockland			\$ 115	\$ 66
NY	Poughkeepsie	Dutchess			\$ 104	\$ 66
NY	Riverhead / Ronkonkoma / Melville	Suffolk			\$ 136	\$ 71
NY	Rochester	Monroe			\$ 130	
			0.1.1	1		\$ 61
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	October 1	June 30	\$ 117	\$ 61
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	July 1	August 31	\$ 177	\$ 61
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	September 1	September 30	\$ 117	\$ 61
NY	Syracuse / Oswego	Onondaga / Oswego			\$ 98	\$ 61
NY	Tarrytown / White Plains / New	Westchester	1		\$ 145	\$ 76
NIX	Rochelle				* 455	* - :
NY	Troy	Rensselaer			\$ 108	\$ 61
NY	West Point	Orange			\$ 110	\$ 61
OH	Akron	Summit			\$ 102	\$ 56
OH	Canton	Stark	October 1	June 30	\$ 94	\$ 56
OH	Canton	Stark	July 1	August 31	\$ 107	\$ 56
OH	Canton	Stark	September 1	September 30	\$ 94	\$ 56
OH	Cincinnati	Hamilton / Clermont			\$ 142	\$ 76
ОН	Cleveland	Cuyahoga			\$ 131	\$ 66
OH	Columbus	Franklin			\$ 122	\$ 61
OH	Dayton / Fairborn	Greene / Montgomery			\$ 103	\$ 56
OH	Hamilton	Butler / Warren			\$ 113	\$ 56
OH	Medina / Wooster	Wayne / Medina			\$ 102	\$ 56
OH	Mentor				\$ 102	\$ 56
		Lake	Ostabas 1	Mary 24		
OH	Sandusky	Erie	October 1	May 31	\$ 102	\$ 56
OH	Sandusky	Erie	June 1	August 31	\$ 120	\$ 56
ОН	Sandusky	Erie	September 1	September 30	\$ 102	\$ 56
OK	Oklahoma City	Oklahoma			\$ 95	\$ 61
OR	Beaverton	Washington			\$ 133	\$ 61
OR	Bend	Deschutes	October 1	May 31	\$ 113	\$ 61
OR	Bend	Deschutes	June 1	August 31	\$ 158	\$ 61
OR	Bend	Deschutes	September 1	September 30	\$ 113	\$ 61
OR	Clackamas	Clackamas			\$ 116	\$ 56
OR	Eugene / Florence	Lane			\$ 115	\$ 61
OR	Lincoln City	Lincoln	October 1	June 30	\$ 107	\$ 66
OR	Lincoln City	Lincoln	July 1	August 31	\$ 151	\$ 66
OR	Lincoln City	Lincoln	September 1	September 30	\$ 107	\$ 66
OR	Portland	Multnomah	October 1	October 31	\$ 184	\$ 66
OR	Portland	Multnomah	November 1	March 31	\$ 150	\$ 66
OR	Portland	Multnomah	April 1	September 30	\$ 184	\$ 66
OR	Seaside	Clatsop	October 1	June 30	\$ 104	\$ 71
					\$ 182	\$ 71
OP			luly 1		φ 10Ζ	
OR	Seaside	Clatsop	July 1 Soptombor 1	August 31	¢ 110	
OR	Seaside Seaside	Clatsop Clatsop	July 1 September 1	August 31 September 30	\$ 110	\$ 71
OR PA	Seaside Seaside Allentown / Easton / Bethlehem	Clatsop Clatsop Lehigh / Northampton			\$ 105	\$ 71 \$ 61
OR <mark>PA</mark> PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks	Clatsop Clatsop Lehigh / Northampton Bucks			\$ 105 \$ 104	\$ 71 <mark>\$ 61</mark> \$ 61
OR <mark>PA</mark> PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington	Clatsop Clatsop Lehigh / Northampton Bucks Delaware			\$ 105 \$ 104 \$ 112	\$ 71 \$ 61 \$ 61 \$ 56
OR PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie	September 1	September 30	\$ 105 \$ 104 \$ 112 \$ 97	\$ 71 \$ 61 \$ 61 \$ 56 \$ 56
OR PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams	September 1	September 30	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109	\$ 71 \$ 61 \$ 61 \$ 56 \$ 56 \$ 66
OR PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams	September 1 October 1 November 1	September 30 October 31 March 31	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94	\$ 71 \$ 61 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66
OR PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Gettysburg	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Adams	September 1	September 30	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109	\$ 71 \$ 61 \$ 56 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66
OR PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Gettysburg Harrisburg	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Adams Dauphin County excluding Hershey	September 1 October 1 November 1 April 1	September 30 October 31 March 31 September 30	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 116	\$ 71 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66 \$ 66 \$ 61
OR PA PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Gettysburg	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Adams	September 1 October 1 November 1	September 30 October 31 March 31	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 109 \$ 116 \$ 137	\$ 71 \$ 61 \$ 56 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66
OR PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Gettysburg Harrisburg	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Adams Dauphin County excluding Hershey	September 1 October 1 November 1 April 1	September 30 October 31 March 31 September 30	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 116	\$ 71 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66 \$ 66 \$ 61
OR PA PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Gettysburg Harrisburg Harrisburg	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Dauphin County excluding Hershey Hershey	September 1 October 1 November 1 April 1 October 1	September 30 October 31 March 31 September 30 October 31	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 109 \$ 116 \$ 137	\$ 71 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66 \$ 61 \$ 71
OR PA PA PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Gettysburg Harrisburg Harrisburg Hershey Hershey Hershey	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Dauphin County excluding Hershey Hershey Hershey Hershey	September 1 October 1 November 1 April 1 October 1 November 1 June 1	September 30 October 31 March 31 September 30 October 31 May 31 August 31	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 116 \$ 137 \$ 117 \$ 181	\$ 71 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66 \$ 66 \$ 61 \$ 71 \$ 71 \$ 71
OR PA PA PA PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Harrisburg Harrisburg Hershey Hershey Hershey Hershey	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Dauphin County excluding Hershey Hershey Hershey Hershey Hershey	September 1 October 1 November 1 April 1 October 1 November 1	September 30 October 31 March 31 September 30 October 31 May 31	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 109 \$ 116 \$ 137 \$ 117 \$ 181 \$ 137	\$ 71 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66 \$ 61 \$ 71 \$ 71 \$ 71 \$ 71
OR PA PA PA PA PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Harrisburg Hershey Hershey Hershey Hershey Lancaster	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Dauphin County excluding Hershey Hershey Hershey Hershey Hershey Lancaster	September 1 October 1 November 1 April 1 October 1 November 1 June 1	September 30 October 31 March 31 September 30 October 31 May 31 August 31	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 109 \$ 116 \$ 137 \$ 117 \$ 181 \$ 137 \$ 111	\$ 71 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66 \$ 61 \$ 71 \$ 71
OR PA PA PA PA PA PA PA PA PA PA PA	Seaside Seaside Allentown / Easton / Bethlehem Bucks Chester / Radnor / Essington Erie Gettysburg Gettysburg Harrisburg Harrisburg Hershey Hershey Hershey Hershey	Clatsop Clatsop Lehigh / Northampton Bucks Delaware Erie Adams Adams Adams Dauphin County excluding Hershey Hershey Hershey Hershey Hershey	September 1 October 1 November 1 April 1 October 1 November 1 June 1	September 30 October 31 March 31 September 30 October 31 May 31 August 31	\$ 105 \$ 104 \$ 112 \$ 97 \$ 109 \$ 94 \$ 109 \$ 109 \$ 116 \$ 137 \$ 117 \$ 181 \$ 137	\$ 71 \$ 61 \$ 56 \$ 56 \$ 66 \$ 66 \$ 66 \$ 61 \$ 71 \$ 71 \$ 71 \$ 71

PA	Philadelphia	Philadelphia	December 1	March 31	\$ 162	\$ 61
PA PA	Philadelphia	Philadelphia	April 1	August 31	\$ 180	\$ 61
PA	Philadelphia	Philadelphia	September 1	September 30	\$ 100	\$ 61
PA	Pittsburgh	Allegheny	September I	September 30	\$ 192	\$ 56
	Reading	Berks			\$ 125	\$ 50
PA PA	State College				\$ 105	
	East Greenwich / Warwick	Centre				\$ 61
RI		Kent	Outstand	0.1.1.01	\$ 104	\$ 61
RI	Jamestown / Middletown / Newport	Newport	October 1	October 31	\$ 174	\$ 66
RI	Jamestown / Middletown / Newport	Newport	November 1	May 31	\$ 116	\$ 66
RI	Jamestown / Middletown / Newport	Newport	June 1	August 31	\$ 209	\$ 66
RI	Jamestown / Middletown / Newport	Newport	September 1	September 30	\$ 174	\$ 66
RI	Providence / Bristol	Providence / Bristol			\$ 156	\$ 61
SC	Aiken	Aiken			\$ 96	\$ 56
SC	Charleston	Charleston / Berkeley / Dorchester	October 1	October 31	\$ 198	\$ 71
SC	Charleston	Charleston / Berkeley / Dorchester	November 1	February 28	\$ 166	\$ 71
SC	Charleston	Charleston / Berkeley / Dorchester	March 1	May 31	\$ 226	\$ 71
SC	Charleston	Charleston / Berkeley / Dorchester	June 1	August 31	\$ 183	\$ 71
SC	Charleston	Charleston / Berkeley / Dorchester	September 1	September 30	\$ 198	\$ 71
SC	Columbia	Richland / Lexington	Ocpterinber 1	Oeptember 30	\$ 109	\$ 61
SC	Hilton Head	<u> </u>	Ostabar 1	March 31	\$ 109	
		Beaufort	October 1			\$ 61
SC	Hilton Head	Beaufort	April 1	August 31	\$ 166	\$ 61
	Hilton Head	Beaufort	September 1	September 30	\$ 114	\$ 61
	Myrtle Beach	Horry	October 1	February 28	\$ 94	\$ 61
	Myrtle Beach	Horry	March 1	May 31	\$ 111	\$ 61
	Myrtle Beach	Horry	June 1	August 31	\$ 166	\$ 61
	Myrtle Beach	Horry	September 1	September 30	\$ 94	\$ 61
SD	Deadwood / Spearfish	Lawrence	October 1	May 31	\$ 94	\$ 61
SD	Deadwood / Spearfish	Lawrence	June 1	September 30	\$ 130	\$ 61
SD	Hot Springs	Fall River / Custer	October 1	October 31	\$ 100	\$ 71
SD SD	Hot Springs	Fall River / Custer	November 1	March 31	\$ 94	\$ 71
SD	Hot Springs	Fall River / Custer	April 1	September 30	\$ 114	\$ 71
SD	Rapid City	Pennington	October 1	June 30	\$ 94	\$ 61
SD	Rapid City	Pennington	July 1	August 31	\$ 148	\$ 61
SD	Rapid City	Pennington	September 1	September 30	\$ 94	\$ 61
TN	Brentwood / Franklin	Williamson			\$ 129	\$ 61
TN	Chattanooga	Hamilton			\$ 107	\$ 61
TN	Knoxville	Knox			\$ 97	\$ 56
TN	Memphis	Shelby			\$ 121	\$ 61
TN	Nashville	Davidson	October 1	June 30	\$ 179	\$ 61
TN	Nashville	Davidson	July 1	September 30	\$ 173	\$ 61
	Arlington / Fort Worth / Grapevine		July I	September 30	\$ 164	
TX		Tarrant County / City of Grapevine	0.1.1	D 01		\$ 61
TX	Austin	Travis	October 1	December 31	\$ 145	\$ 61
	Austin	Travis	January 1	March 31	\$ 160	\$ 61
ТХ	Austin	Travis	April 1	September 30	\$ 145	\$ 61
ТΧ	Big Spring	Howard			\$ 101	\$ 61
ТΧ	College Station	Brazos			\$ 101	\$ 56
TX	Corpus Christi	Nueces			\$ 110	\$ 56
ТΧ	Dallas	Dallas	October 1	November 30	\$ 157	\$ 66
ТΧ	Dallas	Dallas	December 1	August 31	\$ 149	\$ 66
TX	Dallas	Dallas	September 1	September 30	\$ 157	\$ 66
TX	El Paso	El Paso		Coptomber 30	\$ 96	\$ 61
TX	Galveston	Galveston	October 1	May 31	\$ 90	\$ 61
					1	
TX	Galveston	Galveston	June 1	July 31	\$ 131	\$ 61
TX	Galveston	Galveston	August 1	September 30	\$ 105	\$ 61
ТΧ	Houston (L.B. Johnson Space	Montgomery / Fort Bend / Harris	October 1	May 31	\$ 131	\$ 61
ТХ	Center) Houston (L.B. Johnson Space	Montgomery / Fort Bend / Harris	June 1	September 30	\$ 120	\$ 61
	Center)					
ΤХ	Midland / Odessa	Midland / Andrews / Ector / Martin			\$ 142	\$ 61
TX	Pecos	Reeves	October 1	December 31	\$ 154	\$ 66
TX	Pecos	Reeves	January 1	March 31	\$ 216	\$ 66
TX	Pecos		April 1		\$ 216	
		Reeves		September 30		\$ 66
TX	Plano	Collin			\$ 121	\$ 56
TX	Round Rock	Williamson			\$ 103	\$ 56
ТХ	San Antonio	Bexar			\$ 126	\$ 61
ТХ	South Padre Island	Cameron	October 1	February 28	\$ 94	\$ 56
ТΧ	South Padre Island	Cameron	March 1	May 31	\$ 96	\$ 56
ТΧ	South Padre Island	Cameron	June 1	July 31	\$ 117	\$ 56
TX	South Padre Island	Cameron	August 1	September 30	\$ 94	\$ 56
TX	Waco	McLennan		200100100	\$ 105	\$ 56
UT	Moab		October 1	October 31	\$ 103	\$ 50
		Grand				
UT	Moab	Grand	November 1	February 28	\$ 94	\$ 71
UT	Moab	Grand	March 1	September 30	\$ 181	\$ 71
	Park City	Summit	October 1	November 30	\$ 139	\$ 76
UT UT	Park City	Summit	December 1	March 31	\$ 259	\$ 76

	1					
UT	Park City	Summit	April 1	September 30	\$ 139	\$ 76
UT	Provo	Utah			\$ 101	\$ 56
UT	Salt Lake City	Salt Lake / Tooele			\$ 125	\$ 56
VA	Abingdon	Washington			\$ 95	\$ 7 1
VA	Blacksburg	Montgomery	October 1	June 30	\$ 98	\$ 56
VA	Blacksburg	Montgomery	July 1	September 30	\$ 117	\$ 56
VA	Charlottesville	City of Charlottesville / Albemarle			\$ 132	\$ 7 1
VA	Loudoun	Loudoun			\$ 107	\$ 61
VA	Lynchburg	Campbell / Lynchburg City			\$ 99	\$ 61
VA	Richmond	City of Richmond			\$ 147	\$ 66
VA	Roanoke	City limits of Roanoke			\$ 111	\$ 61
VA	Virginia Beach	City of Virginia Beach	October 1	May 31	\$ 99	\$ 61
VA	Virginia Beach	City of Virginia Beach	June 1	August 31	\$ 180	\$ 61
VA	Virginia Beach	City of Virginia Beach	September 1	September 30	\$ 99	\$61
				-		
VA	Wallops Island	Accomack	October 1	June 30	\$ 110	\$ 61
VA	Wallops Island	Accomack	July 1	August 31	\$ 205	\$ 61
VA	Wallops Island	Accomack	September 1	September 30	\$ 110	\$ 61
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	October 1	December 31	\$ 98	\$ 61
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	January 1	February 28	\$ 94	\$ 61
VA	Williamsburg / York	James City / York Counties / City of	March 1	August 31	\$ 115	\$ 61
VA	Williamsburg / York	Williamsburg James City / York Counties / City of	September 1	September 30	\$ 98	\$ 61
		Williamsburg				
VT	Burlington	Chittenden	October 1	October 31	\$ 134	\$ 7 1
VT	Burlington	Chittenden	November 1	April 30	\$ 103	\$ 71
VT	Burlington	Chittenden	May 1	September 30	\$ 134	\$ 71
VT	Manchester	Bennington	October 1	October 31	\$ 125	\$ 76
VT	Manchester	Bennington	November 1	July 31	\$ 105	\$ 76
VT	Manchester	Bennington	August 1	September 30	\$ 125	\$ 76
VT	Montpelier		August I	September 30	\$ 125	\$ 66
		Washington				
VT	Stowe	Lamoille		0.1.1.0.1	\$ 135	\$ 76
VT	White River Junction	Windsor	October 1	October 31	\$ 110	\$71
VT	White River Junction	Windsor	November 1	May 31	\$ 98	\$71
VT	White River Junction	Windsor	June 1	September 30	\$ 110	\$ 71
WA	Everett / Lynnwood	Snohomish	October 1	May 31	\$ 113	\$ 66
WA	Everett / Lynnwood	Snohomish	June 1	August 31	\$ 138	\$ 66
WA	Everett / Lynnwood	Snohomish	September 1	September 30	\$ 113	\$ 66
WA	Ocean Shores	Grays Harbor	October 1	June 30	\$ 102	\$ 66
WA	Ocean Shores	Grays Harbor	July 1	August 31	\$ 133	\$ 66
WA	Ocean Shores	Grays Harbor	September 1	September 30	\$ 102	\$ 66
WA	Olympia / Tumwater	Thurston		Coptornibor ou	\$ 127	\$ 66
WA	Port Angeles / Port Townsend	Clallam / Jefferson	October 1	June 30	\$ 108	\$ 76
WA	Port Angeles / Port Townsend	Clallam / Jefferson	July 1	August 31	\$ 161	\$ 76
WA	Port Angeles / Port Townsend	Clallam / Jefferson	September 1	September 30	\$ 108	\$ 76
WA	Richland / Pasco	Benton / Franklin			\$ 97	\$ 66
WA	Seattle	King	October 1	May 31	\$ 189	\$ 76
WA	Seattle	King	June 1	September 30	\$ 257	\$ 76
WA	Spokane	Spokane			\$ 105	\$ 61
WA	Tacoma	Pierce			\$ 121	\$ 71
WA	Vancouver	Clark / Cowlitz / Skamania	October 1	October 31	\$ 184	\$ 66
WA	Vancouver	Clark / Cowlitz / Skamania	November 1	March 31	\$ 150	\$ 66
WA	Vancouver	Clark / Cowlitz / Skamania	April 1	September 30	\$ 184	\$ 66
WI	Appleton	Outagamie			\$ 100	\$ 61
WI	Brookfield / Racine	Waukesha / Racine			\$ 107	\$ 56
WI			October 1	October 21	\$ 107	
	Madison	Dane		October 31		\$ 61
WI	Madison	Dane	November 1	March 31	\$ 107	\$ 61
WI	Madison	Dane	April 1	September 30	\$ 127	\$ 61
WI	Milwaukee	Milwaukee			\$ 120	\$ 66
WI	Sheboygan	Sheboygan	October 1	May 31	\$ 94	\$ 56
WI	Sheboygan	Sheboygan	June 1	August 31	\$ 105	\$ 56
WI	Sheboygan	Sheboygan	September 1	September 30	\$ 94	\$ 56
WI	Sturgeon Bay	Door	October 1	October 31	\$ 98	\$ 61
WI	Sturgeon Bay	Door	November 1	May 31	\$ 94	\$ 61
WI	Sturgeon Bay	Door	June 1	September 30	\$ 98	\$ 61
WI	Wisconsin Dells	Columbia	October 1	February 28	\$ 100	\$ 61
WI	Wisconsin Dells	Columbia	March 1	August 31	\$ 100	\$61
WI						
	Wisconsin Dells	Columbia	September 1	September 30	\$ 100	\$ 6
WV	Charleston	Kanawha			\$ 107	\$ 56
WV	Morgantown	Monongalia			\$ 97	\$ 56
WY	Cody	Park	October 1	May 31	\$ 115	\$ 7
	Cody	Park	June 1	September 30	\$ 172	\$ 7 [.]
WY						
WY WY	Jackson / Pinedale	Teton / Sublette	October 1	June 30	\$ 152	\$ 76

WY	Jackson / Pinedale	Teton / Sublette	September 1	September 30	\$ 152	\$ 76
WY	Rock Springs	Sweetwater			\$ 95	\$ 61

If you want to copy a PO into the next Fiscal Year follow these steps.

In the iVisions Web Portal: My Workflow > Purchasing & Payables > Purchasing > Control Panel

- Pull up your requisition and click ONCE on it to highlight (do not open)
- Click on Actions and choose Copy Requisition/PO to Next Year

	mbrance Detail											
Ionday, May 05, 2014				:: My Wo	rkflow » Reynolds FY1314	1 ::						Amy Ford Logo
Actions- iVisions Enterprise Menu= My Workflow (1)	Actions - iVi Print PO Pay H Manage Docum Copy Requisiti Copy Requisiti	story Report ients		oply Clear	Group: Reynolds FY	1314 FY: 201	L4 DAC: RS	D District Office	:			E 9
General Ledger General Ledger Purchasing & Payables -Purchasing -Control Panel -Print Requisitions		Show Paid Column		DAC: Project: View:	Ali Ali Ali		¥ ¥					
L. Print Purchase Orders	Req. No.	Req. Date	Req. App.	Vendor Name	PO No.	R	PO Date	Amount	Status	Next Approver	DAC	Request
ii-Racelving ii-Vendors ii-Reports L ♪ Payroll	• 14253	05/05/2014	No	FORD, AMY ROSE	0	D		\$2.00	Open	Orig	RSD Business Services	Amy Ford

- Now if you go into the next fiscal year you will see an identical requisition
- If you need to edit anything on the requisition in the new fiscal year:
 - Click ONCE on the top one and then click the edit button (looks like a pencil and paper)

Home Employee Resources My Workflow Encu		orkflow and	Emplo	yee Self Se	ervice							
1onday, May 05, 2014				:: My Wo	kflow » Reynolds FY1314	::						Amy Ford Log
Actions + iVisions Enterprise Menu = 9	Actions- 📛	iVisions Enterpri	se Display									• 9
Ģ My Workflow (1)	Requisit	ion has been copied.										
Purchase Requisitions (1)					Group: Reynolds FY1	314 FY: 2	014 DAC: RSD) District Office				
🔅 🧊 General Ledger			Ар	oply Clear								
e-Purchasing & Payables	Req. No.:			DAC:	All		•					
-Purchasing	PO. No.:			Project:	All		-					
Control Panel Print Regulations	Vendor:	FORD, AMY ROSE		 View: 	All		-					
Print Requisitions		Show Paid Column										
-Receiving	💡 😭 🥲 🔹	🕂 🗾 样 Export To	•									
Vendors	Req. No.	Edit eq. Date	Req. App.	Vendor Name	PO No.	R	PO Date	Amount	Status	Next Approver	DAC	Request
i Reports	> 14254	05/05/2014	No	FORD, AMY ROSE	0	0		\$2.00	Open	Orig	RSD Business Services	Amy Ford
	> 14253	05/05/2014	No	FORD, AMY ROSE	0	0		\$2.00	Open	Orig	RSD Business Services	Amy Ford
~												



F	Reynold School Distr		ons Wel			vice	•					
		flow Encumbrance Detail										
1onda	y, May 05, 2014				:: My Workf	low » Rey	nolds FY1314	• ::			Amy Fo	ord Logo
Ac	tions- 😇 Edit Requisition											0
				Group: Rey	nolds FY1314	FY: 20	14 DAC: R	SD Di	strict Office			
						Save this screet	Clo: n after save?	3e				
			Requisition Information		or	On	dar			- O		
			Req. Number: Req. Date:	5/5/2014		Via		Mail				
			Vendor:	BURKE DAWNA M		. ·	te Required:		/2014			
			DAC:	Name	Street	0.00	City	5/20	/2014	0		
			Ship To:							•		
			Requester:	BURKE, DAWNA M Amy Ford	3922 EDGE		WEST	LINN,	OR 97068			
			PO Notes:	TEST TEST TEST	4	Int	ernal Notes:			<u></u>		
			Buyer:					A	ppend Internal N			
				W9 Received		Ha Do	s cuments:	No Man	age			
	🏱 🔐 😌 🕂 🔟 🖊 Export To 🤜											
		Part No. Unit		Qty. Ext. Price			Freight	_	Line Total	Item Number		
	icor icor		1.0000	1	\$1.00	\$0.00		0.00	\$1.00			
ľ	TEST TEST		1.0000	1	\$1.00	\$0.00		0.00	\$1.00			

And all of the rest of your info stays the same! Or you can go in and make any changes that you might need to make.

- Be sure to attach all documents (they do not get copied to the new year)
- Click Save & Submit
 - You need to submit the requisition for approval, even if the PO was fully approved in the previous fiscal year





Budget and Account Number Request Form

Finance Department

1204 NE 201st Avenue | Fairview, OR 97024

Phone: 503-661-7200 Fax: 503-667-6932 www.reynolds.k12.or.us

Use this form is to identify costs, personnel or otherwise, that are needed to implement an approved program. Attach grant award, contract, agreement etc. Return completed form to Cynthia Le, hle@rsd7.net (if you need assistance, please contact Cynthia)

Initiative & Program Title:					Submitted by:					Insurance Amoun	<u>ts</u>	
Funding Source:					Date:					Certified	1FTE	Refer to Contract
Funding Method:				Explain:						Classified	I 1FTE	Refer to Contract
Person Responsible for this E	Budget:				Location :							
Recurring (Yes/No):		One Time ()	/es/No):		From (date):		To (date):	:				
Grant Amount:		_	Notes:									
			-									
											Completed by I	Finance Department
Do not alter shaded areas											DAC:	
		Certified Classified			Salary per FTE (exclude Fixed and							
	Specify:	Administrator	No. of			Fixed Charges	Insurance					
Salaried Position Title			FTE's	Grade/Step		(e st. 23%)	Amount	Total Amount	Purpose		Account Numb	ber
						0.23		0.00				
						0.23		0.00				
Subtotal			0		0		0.00	0.00				

Temporary Salaries	No. of Persons	Hrs/day	No. of days		Salary per FTE (exclude Fixed and Benefit)	Fringes (est. 23%)	Insurance Amount	Total Amount	Purpose	Account Number
					0	0.23	N/A	0.00		
					0	0.23	N/A	0.00		
Subtotal		0	0	0				0.00		

Consultant Contracts / Other Contractual Services	No. of days	Amount/day	Total Amount	Purpose	Account Number
			0.00		
			0.00		
Subtotal	0	0	0.00		

Supplies, Materials, Equipment	Total Amount	Purpose	Account Number
Subtotal	0.00		

Subtotal 0.00 Account Input By / Date: Supporting documentation must be attached (e.g., contract, agreement) Idd Idd If request is for a grant, award letter must be attached 140 Account Input By / Date:	Other (describe)	Total Amount	Purpose	Ac	ccount Number
Supporting documentation must be attached (e.g., contract, agreement) Account Input By / Date: Dudwid latter must be attached Dudwid latter must be attached					
Supporting documentation must be attached (e.g., contract, agreement) Account Input By / Date: Dudwid latter must be attached Dudwid latter must be attached					
	Subtotal	0.00			
Return to Cynthia Le when complete Web Report Update By / Date:	If request is for a grant, award letter must be attached	0.00	Budge	: Input By / [Date:

Finance Department



1204 NE 201st Avenue Fairview, OR 97024 Phone: 503-661-7200 Fax: 503-667-6932 www.reynolds.k12.or.us

CREDIT CARD USE FORM

Department checking out card is to complete form.

Completed Form is to be turned into Accounts Payable with Original Itemized Receipt within 2 Business days of Purchase

Credit Card # (last 4):

Name on Credit Card:

Signature of Administrator Authorizing

Purchase:

Authorized Amount of Purchase:

Account Code to Pay for Purchase:

Name of Person Using Visa Card:

Place of Purchase (Store/Vendor):

By checking out the card above, I agree to turn in all *original, itemized receipts* to Accounts Payable within 2 business days of the purchase.

Name of Person Checking Out Card

Signature

Date

Business Office Use Only

Card Check Out			
	Date	Time	Business Office Personel
Card Check In			
	Date	Time	Business Office Personel
Receipt Turned in	Yes	No	



Direct Deposit Authorization Form

Section A - Payee Information

Ve	ndor	Contractor	Emplo	oyee [Retiree
Type of action:	:	New (Start)	Chang	ge [Cancel (Stop)
Name:				Name of Business: (If applicable)	
Address 1:				Identification numb (Social Security, FEIN number, o	
Address 2:				Phone number:	
City, State, Zip:				E-mail address:	

Section B - Financial Institution Information

	Name of Bank, Credit Union, or Savings & Loan:	Name (as it appears on the account):			
1st Account	Bank routing number:	Account type:	Savings	-OR-	Checking
	Bank account number:		Personal	-OR-	Business

*NOTE: You may have your pay distributed to two accounts. The amount on the 2nd account MUST be a fixed dollar amount.

	Name of Bank, Credit Union, or Savings & Loan:	Name (as it app the account):	ears on			
2nd Account	Bank routing number:	Account type:	: [Savings	-OR-	Checking
	Bank account number:		[Personal	-OR-	Business
		Amount:				

Section C - Authorization

Authorization Agreement for Automatic Deposit (ACH Credits):						
I am a signer on the stated account and can authorize debit and credit entries from said account.						
I hereby authorize Reynolds School District #7 to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above and the financial institution named above to credit and/or debit the same to the account I have named.						
I understand that I am responsible for providing correct banking information (institution, routing number, acc district so that transactions may be made to my account.	ount number and	d amount) to the school				
This authorization replaces any previously made by me and will remain in effect until changed or cancelled by Authorization form.	my submission c	of a new Direct Deposit				
Signature of account holder:	Date:					

ATTACH A VOIDED CHECK (REQUIRED BEFORE PROCESSING)

When this form is complete:

- Attach a copy of a voided check showing verified routing number and account number.
- (Deposit slips not accepted)
- Return or mail completed form and voided check to Administration Payroll.
- Retain copy for your records.

Finance Department - Internal Use Only

Date Processed:	
Initial:	



Principal/Director Printed Name & Signature

Finance Department 1204 NE 201st Avenue, Fairview, OR 97024 Phone: 503-661-7200 Fax: 503-667-6932 www.reynolds.k12.or.us

Employee Reimbursement Request

To be used for mileage and travel only

Turn in completed form monthly (incomplete forms will be returned)

Due on or before the 5th of the month following your expenses to the District Office, Attention: Accounts Payable

Description/ Google/Map - Use distric - Use stand Proof of con No rewards Valid account	purpose for trave Quest routes with address for state ard intradistrict r iference attendar	J. J	ackup documents e of mileage (for trave e address el within district loca andout/flyer, etc.)	c: DMC - WMMS to non-district loc tions (<u>www.reynol</u> • Itemized • Employe	ations) ds.k12.or.us/d meal receipts e & Principal/[ng) 5% tip) & Signature
Name: Street A	Address: ate, Zip Code:			: ing/Dept: month/year):			
Date		Destination & Purpose fo	or Travel (use a pag	e 2 if necessary)		Miles	Other Travel Expenses
		ation is a true and correct sta	atement of expenses		Total Miles:	0 \$0.540	
incurred in co	innection with my	y duty for the District.		urrent IRS M	Total:		\$-
					Total.	¥	Ψ
Claimant Sig	gnature	Date	9				
			 ;				
	ED BY PRINCIP	des to be Charged					
DAC	1	-Object-Location-Area-Sub	Amount				
				Finance Dire	ctor Name 8	Signature	Date
I cartify that t	ha ahove is a tru	e and correct statement of e	\$ -				
		ave available budget for the					
				A delition of M	ame & Signa	turne l't	ary) Date

Finance Department | Revised 2/3/2016

Date



Finance Department 1204 NE 201st Avenue, Fairview, OR 97024 Phone: 503-661-7200 Fax: 503-667-6932 www.reynolds.k12.or.us

Employee Reimbursement Request

To be used for **purchase** expenses only - no travel/mileage

Turn in completed form **monthly** (incomplete forms will be returned)

Due on or before the 5th of the month following your expenses to the District Office, Attention: Accounts Payable

<u>Requirements</u> (in accordance with IRS Guidelines, Board Policy, and Audit Standards):

• Description/purpose for purchases - attach all backup documents | ex: Safeway - snacks for 5th grade parent night

- Itemized receipts for *all* purchases (for meal expenses -- no alcohol, 15% tip)
- Ordered items must be shipped to district location, not home
- No rewards cards (Safeway, Fred Meyer, Reward Credit Cards, Frequent Flyer Cards, etc.)
- Employee & Principal/Director Name and Signature
- Valid account codes with available budget

Т

Expenses must be pre-approved by Director

* Purchases for supplies should be done using the PO system; Reimbursements should only be used in urgent situations *

O BE COM	IPLETED BY EMPLOYEE:		
	Name:	PEID:	
	Street Address:	Building/Dept:	
	City, State, Zip Code:	For (month/year):	

Date	Description & Purpose for Expenses (use a page 2 if necessary)		Supplies	Other Expenses
rtify that the above info	rmation is a true and correct statement of expenses	Total:	\$-	\$ -

Date

Claimant Signature

Date

	Account Codes to be Charged	A
DAC	Fund-Function-Object-Location-Area-Sub	Amount
	Total:	\$-
certify that the	above information is a true and correct statement of e	xpenses and that
he provided acc	ount(s) have available budget for these expenses.	

Finance Director Name & Signature

Date

Additional Name & Signature (if necessary)

Date



Conference Request & Authorization | Travel Form 1 of 3

TO BE COMPLETED BY TRAVEL INITIATOR/ADMINISTRATOR*

*This is the person who is initiating attendance to the conference and allocating an amount from their budget to do so

Examples: conference attendance being paid from Title Funds will be initiated by the Title Director; conference attendance being paid for by a school will initiated by the school Principal

STEP 1
CONFERENCE INFORMATION
CONFERENCE/TRAVEL PURPOSE:
LOCATION OF EVENT:
DATES OF EVENT: <i>FROM</i>
BUDGET INFORMATION
ACCOUNT CODE TO BE CHARGED:
BUDGET LIMIT:
AUTHORIZING NAME:DATE:DATE:
AUTHORIZING SIGNATURE:
I certify that the provided account(s) have available budget for these expenses.

SUBMIT FORM TO SCHOOL/DEPARTMENT ADMINISTRATOR (DESIGNATOR) TO ASSIGN CONFERENCE ATTENDEES

Page 1 of 1

STEP 2



Assigned Conference Attendees | Travel Form 2 of 3

TO BE COMPLETED BY SCHOOL/DEPARTMENT ADMINISTRATOR AFTER RECEIVING FORM 1

CONFERENCE:	
CHOOL/DEPARTMENT:	
MPLOYEES TO ATTEND CONFERENCE: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	
1.	
1.	
2.	
2.	SUBSTITUTE NEEDED? YES NO # DAYS
3.	*PAID WITH TUITION? □YES □NO
3.	SUBSTITUTE NEEDED? □YES □NO # DAYS
4.	*PAID WITH TUITION? □YES □NO
4.	SUBSTITUTE NEEDED? YES NO # DAYS
5.	*PAID WITH TUITION? □YES □NO
6.	SUBSTITUTE NEEDED? YES NO # DAYS
6.	*PAID WITH TUITION? YES NO
7.	SUBSTITUTE NEEDED?
7.	*PAID WITH TUITION? YES NO
8. 9. 10. 11. 12.	SUBSTITUTE NEEDED?
8. 9. 10. 11. 12.	*PAID WITH TUITION? YES NO
9. 10. 11. 12.	SUBSTITUTE NEEDED?
9. 10. 11. 12.	*PAID WITH TUITION? YES NO
10. 11. 12.	SUBSTITUTE NEEDED?
10. 11. 12.	*PAID WITH TUITION? YES NO
11. 12.	SUBSTITUTE NEEDED? YES NO # DAYS
11. 12.	*PAID WITH TUITION? YES NO
12.	SUBSTITUTE NEEDED?
12.	*PAID WITH TUITION? YES NO
	SUBSTITUTE NEEDED? YES NO # DAYS
	*PAID WITH TUITION? YES NO
F YES PAID WITH TUITION, CONTACT KAREN ANDERSON IN HUMAN RES	SUBSTITUTE NEEDED? YES NO # DAYS
F YES PAID WITH TUITION, CONTACT KAREN ANDERSON IN HUMAN RES	*PAID WITH TUITION? YES NO
F YES PAID WITH TUITION, CONTACT KAREN ANDERSON IN HUMAN RES	
TUITION USE IS NOT APPROVED, HOW WILL EXPENSES BE PAID FOR? _	
JTHORIZING NAME:	DATE:

STEP 2

SUBMIT FORM 2 ALONG WITH FORM 1 TO SCHOOL/DEPARTMENT SECRETARY TO COLLECT CONFERENCE TRAVELER INFORMATION



Traveler Information | Travel Form 3 of 3

INFORMATION COLLECTED AND FORM COMPLETED BY SCHOOL/DEPARTMENT SECRETARY AFTER RECEIVING FORMS 1 & 2

STEP 1						
EMPLOYEE INFORMATION						
EMPLOYEE <u>FULL</u> NAME (<u>Exactly</u> as it appears on Driver's License):						
RSD email address: DATE OF BIRTH:						
CONTACT PHONE DURING TRIP : SCHOOL/DEPT:						
CONFERENCE/TRAVEL PURPOSE:						
LOCATION OF EVENT:						
DATES OF EVENT: <i>FROM TO</i>						
PER DIEM						
A per diem allowance will be issued to cover necessary meals and incidentals. If the employee has direct deposit, the allowance will be put directly into their account. If the employee does not have direct deposit, a live check will be printed.						
PREFERRED DELIVERY OF LIVE CHECK (<i>if applicable</i>): MAIL PICK-UP AT D.O. INCLUDE IN TRAVEL PACKAGE						
FLIGHT INFORMATION						
DATE OF DEPARTURE: DATE OF RETURN:						
SPECIAL REQUESTS (WINDOW, AISLE, ETC., OPTIONAL):						
*IF TRAVEL DATES ARE OUTSIDE OF NORMAL EVENT TRAVEL TIMELINE BECAUSE OF A PERSONAL/SPECIAL SITUATION, PLEASE SEE "SPECIAL TRAVEL SITUATIONS" PAGE FOR FURTHER DETAILS						
*IF EMPLOYEE DRIVES A VEHICLE THEY MUST SUBMIT A REIMBURSEMENT REQUEST TO BE COMPENSATED FOR THE MILEAGE; GOOGLE/MAPQUEST ROUTE AND PROOF OF CONFERENCE ATTENDANCE MUST BE ATTACHED						
HOTEL INFORMATION						
EMPLOYEES WILL BE PAIRED WITH A ROOMMATE WHEN POSSIBLE						
ROOMMATE PREFERENCE (OPTIONAL):						
REQUEST SINGLE ROOM? YES (employee is responsible for paying the 2 nd half of the room charge if a roommate was available)						
SPECIAL REQUESTS/NEEDS:						



STEP 2

SUBMIT FORM 3 ALONG WITH FORMS 1 & 2 AND REMAINING REQUIRED DOCUMENTS (photocopy of each employee's driver's license (FRONT ONLY), conference flyer/information form, conference registration confirmation for each employee) TO APPROPRIATE TRAVEL COORDINATOR (see "Travel Instructions & Guidelines")

*ALL DOCUMENTS ARE DUE TO THE TRAVEL COORDINATOR **AT LEAST 4 WEEKS BEFORE** THE CONFERENCE DATE

*NO CHANGES WILL BE ALLOWED AFTER 2 WEEKS BEFORE THE CONFERENCE DATE – PLEASE MAKE SURE ALL ATTENDANCE AND CORRESPONDING INFORMATION IS ACCURATE TO AVOID COSTLY CHANGES



Item: District Represer	ntative:				d List? Amount: .ine Item:		
Vendor #1 Name	:						
Contact Person:				Phone #			
First Attempt:	Contact Date:		Contact Time:		Response?	Yes	No
Second Attempt:	Contact Date:		Contact Time:		Response?	Yes	No
Bid Attached?	Yes	No	Verbal Quote?	Written Qu	ote?	Amount:	
Notes:							
Vendor #2 Name	:						
Contact Person:				Phone #			
First Attempt:	Contact Date:		Contact Time:		Response?	Yes	No
Second Attempt:	Contact Date:		Contact Time:		Response?	Yes	No
Bid Attached?	Yes	No	Verbal Quote?	Written Qu	ote?	Amount:	
Notes:							
Vendor #3 Name	:						
Contact Person:				Phone #			
First Attempt:	Contact Date:		Contact Time:		Response?	Yes	No
Second Attempt:	Contact Date:		Contact Time:		Response?	Yes	No
Bid Attached?	Yes	No	Verbal Quote?	Written Qu	ote?	Amount:	
Notes:							
					E	Bid Quote Tra	ck Form



Independent Contractor's Acknowledgement

By accepting this check for the amount of for services rendered to Multhomah County School District No. 7 (aka Reynolds School District No. 7) I hereby declare that I have elected to be treated as an Independent Contractor with all the rights and obligations connected with the title and absolve Reynolds School District No. 7 of any and all reporting/ withholding requirements and subsequent liability regarding Federal/ State taxes, PERS/ PERS Pick-up, FICA, Workers Compensation, Insurance and etc.

I also State that I am not currently employed by Reynolds School District.

	Payee (Print Full Name):	
	Address:	
This information is required for the 1099 tax form.	City, State, Zip Code:	
	Social Security Number:	
	Date:	

I acknowledge that all the above information is correct.

Signature: Date:

Please sign and either fax (above) or email to RSD accounting.

Intradistrict Mileage Chart

Use this chart for travel within district locations (no rounding, please) 18 /

		/			ilew			pont					odland Fol	/	s,		/	and a star		, č			offrans	s. \	.11	MLA	Middle	A Flern.	NA
		Ald	et Do	NIE LOI	rview Gle	entair Ha	tley 5a	sh'sc	St Swet	140	utdand	He NC	00 KOI	st ee	PIN	5 WH	W PIL	PT PT	5 pl	A Nes	nin Om	8	DI AC	, PX	nur Al	MLA	MI	×, tzz	OWANES
	Alder		1.6	4.1	1.6		2.4	2.8	5.3	6.2	2.5		1.4		2.4			4.8	2.4		2.4	2.2	3.1	5.4		4.9	3.9	0.7	5.9
	Davis	1.6		2.5	2.4	0.9	0.9	3.7	4.3	4.4	2.7	1.3	2.8	1.8	0.9	3.2	3.3	3.2	0.9	0.9	0.9	0.7	3.7	4.4	1.9	3.9	2.4	1.1	6.3
	Fairview	4.1	2.5		4.5	2.9	1.7	4.7	4.2	3.0	3.7	1.3	5.4	3.2	1.7	2.6	1.7	2.6	1.7	1.7	1.7	1.9	3.8	3.7	2.7	3.9	0.6	3.7	6.4
	Glenfair	1.6	2.4	4.5		1.7	2.8	1.3	6.7	6.3	1.9	3.2	0.9	1.3	2.8	5.3	5.3	5.1	2.8	2.8	2.8	2.6	2.5	6.9	3.9	6.4	4.3	2.1	4.3
≥	Hartley	1.4	0.9	2.9	1.7		1.2	3.0	5.2	4.8	2.0	1.7	2.6	1.1	1.2	4.2	3.8	3.6	1.2	1.2	1.2	1.0	3.1	5.3	2.5	4.9	2.8	1.0	5.6
enta	Salish	2.4	0.9	1.7	2.8	1.2		3.2	4.6	3.9	2.3	1.1	3.7	1.8		3.6	2.5	3.0				0.7	3.3	4.7	2.2	4.4	1.5	2.2	6.2
Elementa	Scott	2.8	3.7	4.7	1.3	3.0	3.2		7.7	7.5	2.0	4.2	1.7	1.8	3.2	7.0	5.3	6.1	3.2	3.2	3.2	3.8	1.7	8.4	5.2	7.5	4.4	3.4	3.2
ш	Sweetbriar	5.3	4.3	4.2	6.7	5.2	4.6	7.7		1.7	6.8	3.5	6.6	6.2	4.6	1.7	3.1	1.8	4.6	4.6	4.6	4.1	7.9	0.9	3.8	0.4	3.7	4.8	10.3
	Troutdale	6.2	4.4	3.0	6.3	4.8	3.9	7.5	1.7		6.0	3.1	7.2	5.4	3.9	2.7	1.7	1.2	3.9	3.9	3.9	3.7	6.7	0.8	4.7	1.3	2.5	7.0	8.8
	Wilkes	2.5	2.7	3.7	1.9	2.0	2.3	2.0	6.8	6.0		3.3	2.7	0.9	2.3	5.7	4.4	5.3	2.3	2.3	2.3	2.7	1.5	6.7	4.2	7.5	3.4	2.4	4.1
	Woodland	2.9	1.3	1.3	3.2	1.7	1.1	4.2	3.5	3.1	3.3		4.1	2.7	1.1	2.4	2.1	1.9	1.1	1.1	1.1	0.6	4.1	3.6	2.0	3.2	1.0	2.4	6.6
	Four Corners	1.4	2.8	5.4	0.9	2.6	3.7	1.7	6.6	7.2	2.7	4.1		2.2	3.7	5.5	6.2	6.0	3.7	3.7	3.7	3.5	3.2	6.7	3.9	6.2	5.1	2.0	4.8
	Lee	1.1	1.8	3.2	1.3	1.1	1.8	1.8	6.2	5.4	0.9	2.7	2.2		1.8	5.1	4.1	4.6	1.8	1.8	1.8	2.0	2.1	6.3	3.3	5.8	2.9	1.5	4.9
dle	RMS	2.4	0.9	1.7	2.8	1.2		3.2	4.6	3.9	2.3	1.1	3.7	1.8		3.6	2.5	3.0				0.7	3.3	4.7	2.2	4.2	1.4	2.0	5.9
Middl	WMMS	4.3	3.2	2.6	5.3	4.2	3.6	7.0	1.7	2.7	5.7	2.4	5.5	5.1	3.6		2.6	1.6	3.6	3.6	3.6	2.6	6.8	1.8	2.7	1.2	2.1	3.8	8.9
	RLA East	4.9	3.3	1.7	5.3	3.8	2.5	5.5	3.1	1.7	4.4	2.1	6.2	4.1	2.5	2.6		2.0	2.5	2.5	2.5	2.7	5.3	2.4	3.5	2.7	1.0	4.4	7.7
High	RHS	4.8	3.2	2.6	5.1	3.6	3.0	6.1	1.8	1.2	5.3	1.9	6.0	4.6	3.0	1.6	2.0		3.0	3.0	3.0	2.5	6.3	1.4	3.3	1.5	2.0	4.2	8.8
Ξ	RLA West	2.4	0.9	1.7	2.8	1.2		3.2	4.6	3.9	2.3	1.1	3.7	1.8		3.6	2.5	3.0				0.7	3.3	4.7	2.2	4.3	1.2	2.1	6.0
	Admin	2.4	0.9	1.7	2.8	1.2		3.2	4.6	3.9	2.3	1.1	3.7	1.8		3.6	2.5	3.0				0.7	3.3	4.7	2.2	4.4	1.5	2.0	5.9
0.0	DMC	2.4	0.9	1.7	2.8	1.2		3.2	4.6	3.9	2.3	1.1	3.7	1.8		3.6	2.5	3.0				0.7	3.3	4.7	2.2	4.4	1.5	2.0	5.9
	OPS/Transport.	2.2	0.7	1.9	2.6	1.0	0.7	3.8	4.1	3.7	2.7	0.6	3.5	2.0	0.7	2.6	2.7	2.5	0.7	0.7	0.7		3.8	4.9	2.0	3.8	1.7	1.8	6.3
	ACE Academy	3.1	3.7	3.8	2.5	3.1	3.3	1.7	7.9	6.7	1.5	4.1	3.2	2.1	3.3	6.8	5.3	6.3	3.3	3.3	3.3	3.8		7.4	5.2	8.2	4.2	3.6	2.6
sloor	Arthur Academy	5.4	4.4	3.7	6.9	5.3	4.7	8.4	0.9	0.8	6.7	3.6	6.7	6.3	4.7	1.8	2.4	1.4	4.7	4.7	4.7	4.9	7.4		3.9	0.5	3.1	4.9	9.5
Sch	CAL (GBSD)	2.7	1.9	2.7	3.9	2.5	2.2	5.2	3.8	4.7	4.2	2.0	3.9	3.3	2.2	2.7	3.5	3.3	2.2	2.2	2.2	2.0	5.2	3.9		3.4	2.4	2.4	8.0
arter	MLA Middle	4.9	3.9	3.9	6.4	4.9	4.4	7.5	0.4	1.3	7.5	3.2	6.2	5.8	4.2	1.2	2.7	1.5	4.3	4.4	4.4	3.8	8.2	0.5	3.4		3.3	4.5	10.0
Cha	MLA Elementary	3.9	2.4	0.6	4.3	2.8	1.5	4.4	3.7	2.5	3.4	1.0	5.1	2.9	1.4	2.1	1.0	2.0	1.2	1.5	1.5	1.7	4.2	3.1	2.4	3.3		3.4	6.7
_	KNOVA Learning	0.7	1.1	3.7	2.1	1.0	2.2	3.4	4.8	7.0	2.4	2.4	2.0	1.5	2.0	3.8	4.4	4.2	2.1	2.2	2.1	1.8	3.6	4.9	2.4	4.5	3.4		6.0
	MESD	5.9	6.3	6.4	4.3	5.6	6.2	3.2	10.3	8.8	4.1	6.6	4.8	4.9	5.9	8.9	7.7	8.8	6.0	5.9	5.9	6.3	2.6	9.5	8.0	10.0	6.7	6.0	



Finance Department

1204 NE 201st Ave | Fairview, OR 97024 Phone: 503-661-7200 Fax: 503-667-6932 www.reynolds.k12.or.us



Finance Department 1204 NE 201st Avenue, Fairview, OR 97024

1204 NE 201st Avenue, Fairview, OR 97024 Phone: 503-661-7200 Fax: 503-667-6932 www.reynolds.k12.or.us

Requests received by Friday will be processed the following Thursday

Invoice Request Form

То:			Cust	omer PEID#:		
From:			Billir	ng name:		
Dept/School:						
Phone:			Billir	ng Address:		
Date:						
Please prepare: (Credit Memo - us Attachment:	Invoice Invoi	Credit Memo write off previously issued invoice) No	Cont Pho	tact name: ne:		
Please reference in	billing:					
Contract #:		Invoice #:		PO #:		Other:
		Description		Account (Fund	, Func, Obj, Ctr, Area)	Amount
Explanation/special	l instructions:				Subtotal (this page)	\$
Explanation/special	l instructions:				Subtotal (this page)	
Explanation/special	l instructions:					

Dnly

Issue Date:



1204 NE 201st Avenue, Fairview, OR 97024 Phone: 503-661-7200 Fax: 503-667-6932 www.reynolds.k12.or.us

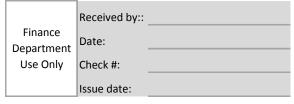
Requests received by Friday will be processed the following Thursday

Payment Request Form

Name:	Requested by:	
Address:	Date requested:	
City:	Date required by:	
State:	Payroll AP Cor	rrection: Yes No
Phone	If yes, explain:	
Fax:		
	Description	Amount
	Total:	\$ -

Administrator Date:

Signature:



Date:



Purchase Order Revision Form

Date:]					
PO Checklist							
	tract/Agreement		ormal Bid Informati 75,000 or greater)	on Attached		te of Formal Bid Aw 5,000 or greater)	vard
	Licensing Valid	S	mall Amount 9,999 or under)			ception Form (\$#",00	0 or greater)
Dunch a co Oude	- Develate ter						
Purchase Orde	Name:						
	ress 1:						
	ress 2:						
City, Stat	te, Zip:						
Purpose of Rec	quest					Thresh	old Requirements
	to PO (Change Orde hange Order if Appl	er/Contract Addendum) icable	PO#	🗏 🛛 3 Quo	otations or an E	xception Form	000 or greater, are required. that this does not
Amending Line	#:					the Preferred Ve	
- or- New Line #:							00 or greater will
							e attach resolution it has already been
Amended or Ne	w Amount: \$						signed resolution.
Reason for Request: (state specific items to be purchased & project name, if any)							
Requested by	<i>r</i> :					Date:	
Administrator	/					_	
Director Approval						Date:	
Finance Directo Approval						Date:	
, pprova	···						
Chief Financia Officer Approval	l:					Date:	
	If amended PO is ove	er \$10,000					
					Finance Departme	ent Only:	
					Date Received:		
Revised: 7/21/2016	i		154	ł	Entered On:		



Blanket/Open POs Guidelines & Acknowledgement

Open POs can be very useful – but they can create havoc if not properly managed!

An open PO (Blanket PO) is for one vendor for a set maximum price and can be used more than one time. Purchases can be made against the PO until it is spent in full. It is the responsibility of the PO holder (secretary/principal) to ensure POs are not over spent.

When creating an Open PO in iVisions, the description should state the maximum amount to be spent (not to exceed \$\$) which matches the total on the PO. The description should also state the person who is authorized to make purchases on the PO and if they have a maximum amount to spend per transaction.

Each time there is a purchase, take a copy of the PO to the vendor. Make the purchase and turn in the receipt to the secretary within 2 business days! The secretary then receives the purchase in iVisions and attaches the receipt to the PO within 2 business days! Accounts payable cannot pay the invoices without these two steps completed.

We recommend that both the secretary and the purchaser both keep track of what is spent against the PO and check often for what has been paid against the PO to be sure that the remaining balance is correct, especially before another purchase is made. If there are discrepancies it is easier to resolve them as soon as possible rather than waiting until the PO is over spent or the school year is drawing to a close.

By signing below, you acknowledge that you have read and understand the required processes for Blanket/Open POs.

Print Name

Signature

Date

cc: Finance Department/Purchasing



Request for Paycheck Review Form

Instructions for Employee: Complete Section 1. Please provide as much detail as possible.	
Attach copy of paycheck if possible.	
Please provide current phone number and/or best way to contact you.	
Instructions to Supervisor:	
Complete Section 2 - Review employee information for completeness. Sign form and provide additional comments.	
Sign form and provide additional comments.	
Print, scan and e-mail form to Reynolds School District Payroll or fax to Administration - Payro	II at 503-667-6932.
Section 1	2512
Employee Name (please print):	PEID:
Bargaining Unit (Check One):	Pay Date:
Admin Licensed Classified Other	
Please select one of the following that best describes your request for review:	
Did not receive a paycheck	
Received a paycheck but feel there is an error with the following:	
Benefits	
Pay rate	
Number of hours	
Leave accrual/taken	
Other:	
Work Location:	Employee Phone Number:
Employee Signature	Date:

Section 2

Supervisor Signature	Date:
Supervisor Comments (if any):	

Internal Use Only

Action Required:	Comments:
Action Required.	
Assigned to:	
Date:	
Resolution Taken:	



Technology Purchase Request

Fill out and submit completed form electronically to TechRequest@rsd7.net



Contact Name			Phone Ext	Deliver To Scho	ool / Location	I	Date
RATIONALE							
How will this requ	est for software or h	ardware positively	help students meet Sta	ate Standards and	positively help the	District achieve its	Instructional Goals?
How will this requ	est for software or h	ardware support or	enhance instruction in	the District?			
Who will be the as	ssigned end user of th	his purchasa?					
FUNDING	Genera	al Funds	Federal	Funds	Grant	unds	Other
Account #							
Site Administra	itor's Signature Aj		strator, Program Direc	tor or Department		Date	
			chnology Hardware				
	Replacement?		Software Renewal?			vare? Yes N	
Qty	Part Number		Descrip		Offinite Softw	Unit Price	Ext Price
			·				
						Total Cost \$	
			DISTRICT AP	PROVALS			
Can IT staff supp	port & maintain pu	irchase Yes	No				
Purchase Appro	ved by IT Director	C Yes	No Signature Appro	oval		I	Date
Curriculum Signa	ature Approval			Date			
District Office I	Final Authorizatio	on (Deputy CEO /	Superintendent)			Date	



Request for Replacement Tax Form

To request a replacement copy of your Tax Form, please provide the information below. Please print neatly or enter digitally, and make sure you sign and date the form at the bottom of the page. Replacement tax forms will be provided for tax year 2008-present only.

Form Requested (Pl	ease indicate needed form):	Tax Year Requested:	
W2	☐ 1099	PE ID #:	
Legal Name:		SSN (or ITIN if any):	

Please indicate below how you would like to receive your replacement Tax Form:

🗌 I will pick it up at the Payroll Office in 5 business days.

Please mail it to me at the address below.

Please provide your current mailing address and a telephone number where you can be reached during the day. Due to confidentiality issues, forms will not be faxed.

Street	Address:								Apt #:		
City:					State:			Zip Cod	e:		
Daytin	ne Telephone	:				Email Address:					
	Is this a new	address?	Yes	🗌 No	ls i	current with HR Rec	ords?	Y	es	🗌 No	
								1			_

I acknowledge that all the above information is correct.

Signature:		Date:	
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Please forward the completed form to:	- OR -	Fax to:	
Reynolds School District - Payroll Office	- UK -	(503) 667-6932	
1204 NE 201st Avenue, Fairview, OR, 97024			

For Office Use Only

Original W2 Reissued	Date:		Original 1099 Reissued	Date:				
Duplicate W2 Reprinted and Reissued	Date:		Duplicate 1099 Reprinted and Reissued	Date:				
450								

Form W-9
(Rev. December 2014)
Department of the Treasury Internal Revenue Service

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																
	MULTNOMAH COUNTY SCHOOL DISTRICT #7																
s.	2 Business name/disregarded entity name, if different from above																
	REYNOLDS SCHOOL DISTRICT #7																
REYNOLDS SCHOOL DISTRICT #7 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: Individual/sole propriate box for federal tax classification; check only one of the following seven boxes: Individual/sole propriate box for federal tax classification; check only one of the following seven boxes: Individual/sole propriate box for federal tax classification; check only one of the following seven boxes: Individual/sole propriate box for federal tax classification (C=C corporation Partnership) Individual/sole propriate box in the tax classification (C=C corporation, S=S corporation, P=partnership) Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ✓ Other (see instructions) PUBLIC SCHOOL DISTRICT 5 Address (number, street, and apt. or suite no.) Requester's name 1204 NE 201ST AVE Requester's name								for Exemption from FATCA reporting code (if any) 2 (Applies to accounts maintained outside the U.S.)									
eci	8 1204 NE 201ST AVE																
Sp	6 City, state, and ZIP code																
See	FAIRVIEW, OR, 97024																
	7 List account number(s) here (optional)																
Pa	rt I Taxpayer Identification Number (TIN)																
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid	So	cial s	ecur	ity n	umb	er										
backı reside	up withholding. For individuals, this is generally your social security number (SSN). However, for a ent alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>				-[-									
	n page 3.	or															
Note	. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for	Em	ploy	er id	entifi	cati	on n	umb	er								
	lines on whose number to enter.	9	3	_	6	0	0	0	8	3	6						
		1	3		0		0	0	0	3	0						
Par	t 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
- 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. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here	Signature of U.S. person ►	Achielatopon	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. **Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- · Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- · Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- · Form 1099-S (proceeds from real estate transactions)
- · Form 1099-K (merchant card and third party network transactions)

Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)
- · Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



1204 NE 201st Ave., Fairview OR 97024 - 503 661 7200

Reynolds School District – Tax Exempt Status

Reynolds School District #7 qualifies as a tax exempt organization under the Internal Revenue Code 501(c) (3) for federal income tax purposes. Based on the provisions of the code as it relates to public schools, **donations and grants** accepted by Reynolds School District are not taxable to the District. Under IRS Code 170(c)(1) donors are entitled to claim federal income tax deductions, subject to certain limitations, if the donations are provided in compliance with applicable Code provisions.

The District is exempt from state taxes including property tax, the Corporate Excise Tax and sales taxes under the Oregon Revised Statutes.

Questions concerning any of the information provided here should be address to the Director of Finance at <u>hle@rsd7.net</u>, or 503 661 7200 x3253.



Exception Form Sole Source / Emergency / Piggyback / State Contract

(Keep one copy for audit purposes)

Date:							
Description of Purchase:							
Sole Source Vendor Name:							
Phone:							
Address:							
City, State, Zip Code:							
Contact Name:							
Please check section as ap	propriate:						
	is has determined that equipment or service is available from only one vendor or the only product that will meet our center's needs.						
Item specifically requ	uired by grant or contract provisions.						
Utility, fixed rent, or	government/state/municipal/agency mandated services.						
Compatibility with e	xisting university systems or equipment is required.						
Emergency repair services or parts replacement.							
Piggyback on anoth	er District's contract - Please attach contract to back of this form.						
State Contract- Pleas							
Other- Please explain	r:						

Dept/Building Name:			
Administrator Approval:		Date:	
Revised: 21 July 2016	161		



Incomplete forms will be returned and may cause delay in payment

VENDOR TO COMPLETE FORM AND SUBMIT TO:

Mail:

Fax: (503) 667-6932

1204 NE 201st Ave Fairview, OR 97024

Vendor Information Form

TO BE USED AS W-9 FORM

		2					
VENDOR INFORMATION							
NAME (as registered with the IRS):							
		1					
BUSINESS NAME/DBA (if differ	ent than above):	PARENT COMPANY NAME (if	applicable):				
ORDER INF	ORDER INFORMATION REMITTANCE INFORMATION						
STREET:		STREET:					
CITY:		CITY:					
STATE:	ZIP:	STATE:	ZIP:				
PHONE:	FAX:	PHONE:	FAX:				
EMAIL:		EMAIL:					
PO EMAIL:							

1099 INFORMATION										
TAXPAYER IDENTIFICATION NUMBER (TIN, required)										
EMPLOYER IDENTIFICATION NUME	3ER:	OR		ECURITY NUMBER:						
ADDRESS (STREET, CITY, ST, ZIP):										
DUN & BRADSTREET NUMBER (DUNS,	, if applicable):									
	EDERAL TAX CLAS	SIFICAT	ON (check or	nly one)						
	□ C CORPORATION		ORPORATION	PARTNERSHIP	□ TRUST/ESTATE					
LLC - TAX CLASSIFICATION (C = C CORPORATION, S = S CORPORATION, P = PARTNERSHIP) OTHER										

GENERAL INORMATION							
CUSTOMER ACCOUNT:	WEB SITE:						
VENDO	R TERMS						
DAYS: DISCOUNT:							

REQUIRED INTERNAL REVENUE SERVICES STATEMENT

Under penalties of perjury, the person signing this form certifies that:

SIGNATURE:

(1) The number shown on this form is the payee's correct taxpayer identification number, and (2) The payee is not subject to backup withholding because:
(a) the payee is exempt from backup withholding, or (b) the payee has not been notified by the IRS that the payee is subject to backup withholding as a
result of a failure to report interest or dividends, or (c) the IRS has notified the payee they are no longer subject to backup withholding, and (3) The payee
is a U.S. person (including a U.S. resident alien).
PRINTED NAME: TITLE:

DATE:

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if **both** of the following apply.

• For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**

• For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at **www.irs.gov/W4App** to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at *www.irs.gov/ W4App* to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at *www.irs.gov/W4App* to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than

50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

******		Separate here and giv	e Form W-4 to your emp	oyer. Keep the workshe	et(s) for your	records		
Form	W-4	Employe	e's Withholding	g Allowance Ce	rtificate	•	OMB No. 154	5-0074
	nent of the Treasury Revenue Service	Whether you're entit subject to review by the	led to claim a certain numbe ne IRS. Your employer may b	er of allowances or exemption be required to send a copy o	on from withho f this form to t	lding is he IRS.	201	8
1	Your first name a	and middle initial	Last name		2	Your social	security numbe	ər
	Horne address (n	umber and street or rural route)		3 Single Married Note: If married filing separate	hand a second		l at higher Single I at higher Single ra	
	City or town, stat	e, and ZIP code		4 If your last name differs check here. You must		-	-	rd, ▶ 🗍
5 6 7	Additional am I claim exemp • Last year I h • This year I e	of allowances you're clain ount, if any, you want with otion from withholding for 2 had a right to a refund of a expect a refund of all feder oth conditions, write "Exer	held from each paychec 2018, and I certify that I r Il federal income tax with al income tax withheld b	k neet both of the followin held because I had no ta ecause I expect to have	g conditions ax liability, a	for exemption nd	5 6 \$ on.	
Under	penalties of perj	ury, I declare that I have exa	amined this certificate and	, to the best of my knowle			orrect, and con	nplete.
Emplo	yee's signature					Date ►	•	

8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.) 9 First date of employment 10 Employer identification number (EIN)

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your wages and other income, including income earned by a spouse, during the year. **Line G. Other credits.** You might be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your paycheck will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at *www.irs.gov/W4App*. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more

than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("-0-") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at *www.irs.gov/W4App* to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are

required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/programs/css/ employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

Box 10. Enter the employer's employer identification number (EIN).

Form W-4 (2018)

Form V	N-4 (2018)				Page 3			
		Personal Allowances Worksheet (Keep for your records.)						
A	Enter "1" for your			Α				
В		ill file as married filing jointly		В				
C		ill file as head of household		С				
	(•)	ou're single, or married filing separately, and have only one job; or)		·			
D	Enter "1" if: { • \	You're married filing jointly, have only one job, and your spouse doesn't work; or	- }	D				
		our wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less	.]					
E	Child tax credit. See Pub. 972, Child Tax Credit, for more information.							
		me will be less than \$69,801 (\$101,401 if married filing jointly), enter "4" for each eligible child						
		me will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "2"	for eac	h				
	eligible child.							
	 If your total incl each eligible child 	ome will be from \$175,551 to \$200,000 (\$339,001 to \$400,000 if married filing jointly), ente	r "1" fe	or				
	 If your total inco 	me will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-"						
F	Credit for other o		• •	E				
· ·		me will be less than \$69,801 (\$101,401 if married filing jointly), enter "1" for each eligible depe	ndent					
		me will be from \$69,801 to $175,550$ (\$101,401 to \$339,000 if married filing jointly), enter "1"						
	two dependents	(for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if y	ou hav	/ y / D				
	four dependents).		ouna					
	 If your total inco 	me will be higher than \$175,550 (\$339,000 if married filing jointly), enter "-0-"		E				
G		ou have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here	•••	G				
н		gh G and enter the total here		► H				
	For accuracy, complete all worksheets that apply.	 If you plan to itemize or claim adjustments to income and want to reduce your withholding, have a large amount of nonwage income and want to increase your withholding, see the Dec Adjustments, and Additional Income Worksheet below. If you have more than one job at a time or are married filing jointly and you and your spot work, and the combined earnings from all jobs exceed \$52,000 (\$24,000 if married filing jointly) Two-Earners/Multiple Jobs Worksheet on page 4 to avoid having too little tax withheld. 	uction use bot , see th	s, th ìe				
	l	• If neither of the above situations applies, stop here and enter the number from line H on line 5 W-4 above.	of For	m				
		Deductions, Adjustments, and Additional Income Worksheet						
Note	: Use this workshee income.	et only if you plan to itemize deductions, claim certain adjustments to income, or have a large	amoun	t of nor	nwage			
1	Enter an estimate	of your 2018 itemized deductions. These include qualifying home mortgage interest,						
•	charitable contribu	tions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of						
	your income. See	Pub. 505 for details	1\$					
	(\$24,00	0 if you're married filing jointly or qualifying widow(er)						
2	Enter: \$18,00	0 if you're head of household	2\$					
	l \$12,00	0 if you're single or married filing separately						
3		m line 1. If zero or less, enter "-0-"	3\$					
4	Enter an estimate	of your 2018 adjustments to income and any additional standard deduction for age or	1					
	blindness (see Put	5.505 for information about these items).	4 \$					
5	Add lines 3 and 4	and enter the total	5 \$					
6	Enter an estimate	of your 2018 nonwage income (such as dividends or interest)	6\$					
7		m line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses	7 \$					
8	Divide the amount Drop any fraction	t on line 7 by \$4,150 and enter the result here. If a negative amount, enter in parentheses.						
9		from the Personal Allowances Worksheet, line H above	8					
10		and enter the total here. If zero or less, enter "-0-". If you plan to use the Two-Earners/						
	Multiple Jobs Wo	rksheet, also enter this total on line 1, page 4. Otherwise, stop here and enter this total						
	on Form w-4, line	5, page 1	10					

Form W	-4 (2018)	Page
	Two-Earners/Multiple Jobs Worksheet	
Note	: Use this worksheet only if the instructions under line H from the Personal Allowances Worksheet direct you here.	
1	Enter the number from the Personal Allowances Worksheet , line H, page 3 (or, if you used the Deductions, Adjustments, and Additional Income Worksheet on page 3, the number from line 10 of that worksheet)	
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if you're married filing jointly and wages from the highest paying job are \$75,000 or less and the combined wages for you and your spouse are \$107,000 or less, don't enter more than "3"	
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	
Note:	: If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.	
4 5 6 7 8 9	Enter the number from line 2 of this worksheet	
	2018. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld	

	Tab	ele 1			Table 2				
Married Filing	Jointly	All Other	s	Married Filing Jointly All Others					
If wages from LOWEST paying job are –	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—			Enter on line 7 above		
\$0 - \$5,000 5,001 - 9,500 9,501 - 19,000 19,001 - 26,500 26,501 - 37,000 37,001 - 43,500 43,501 - 60,000 55,001 - 60,000 70,001 - 75,000 75,001 - 85,000 85,001 - 95,000 130,001 - 150,000 150,001 - 160,000 160,001 - 190,000 170,001 - 190,000 190,001 - 200,000 200,001 and over	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	\$0 - \$7,000 7,001 - 12,500 12,501 - 24,500 24,501 - 31,500 31,501 - 39,000 39,001 - 55,000 55,001 - 70,000 70,001 - 85,000 85,001 - 90,000 90,001 - 105,000 105,001 - 115,000 115,001 - 120,000 130,001 - 145,000 145,001 - 155,000 185,001 and over	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	\$0 - \$24,375 24,376 - 82,725 82,726 - 170,325 170,326 - 320,325 320,326 - 405,325 405,326 - 605,325 605,326 and over	\$420 500 910 1,000 1,330 1,450 1,540	\$0 - \$7,000 7,001 - 36,175 36,176 - 79,975 79,976 - 154,975 154,976 - 197,475 197,476 - 497,475 497,476 and over	\$420 500 910 1,000 1,330 1,450 1,540		

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and

U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.





Please consult with Payroll on the job code if it is not listed on the Job Code Matrix. Correct rate of pay and account number can be predefined for employees to select when entering time

worked. See https://www.revnolds.k12.or.us/district/timeclock-plus for updated matrix. CURRENT JOB CODE DESCRIPTION JOB 1st **Building/Department** GL KEY 2nd APPROVER FINAL APPROVER (work in progress with stakeholders to CODE # APPROVAL standardize the description) 08 Four Corners Elementary Employee 256.1121.0151.008.401.000 Chris Greenhaugh 080001 MS - Outdoor School LICN Michelle Murer 100.2130.0152.008.290.000 080002 2130 Health Addl Hours CLAS 08 Four Corners Elementary Employee 080003 Maint Upkeep OT Four Corners 08 Four Corners Elementary Employee Pierre Dehaze 100.2542.0130.008.047.000 Rob Robinson 100.1111.0124.009.051.000 090001 Temp - Ed Asst Kinders CLAS 09 Woodland Elementary Employee 090002 Temp - Classroom EA CLAS 09 Woodland Elementary Employee **Rob Robinson** 100.1111.0124.009.050.000 090003 09 Woodland Elementary Employee Rob Robinson 100.1111.0151.009.050.000 Addl Hours - 9 Woodland LICN 090004 PBIS Substitute SPED 290 LICN 09 Woodland Elementary Employee **Rob Robinson** Michelle Murer 100.2122.0134.009.290.000 09 Woodland Elementary Michelle Murer 100.2122.0151.009.290.000 090005 2122 PBIS Addl Hours LICN Employee Rob Robinson 09 Woodland Elementary Employee Rob Robinson Michelle Murer 100.2130.0152.009.290.000 090006 2130 Health Addl Hours CLAS 100.2240.0134.009.050.000 090007 SUB - 2240 Staff Develop LICN 09 Woodland Elementary Employee Rob Robinson 09 Woodland Elementary Employee **Rob Robinson** 100.2240.0152.009.050.000 090008 2240 Staff Develop SHRLY 09 Woodland Elementary Employee Rob Robinson 100.2410.0134.009.070.000 090009 SUB - 2410 Principal LICN 09 Woodland Elementary Employee Rob Robinson 100.2410.0135.009.070.000 090010 2410 Principal CLAS SUB 09 Woodland Elementary Employee Rob Robinson Pierre Dehaze 100.2542.0130.009.047.000 090011 Maint Upkeep OT Woodland Elem 09 Woodland Elementary Rob Robinson Pierre Dehaze 100.2542.0152.009.047.000 090012 Addl Hrs Facilities Upkeep CLAS Employee 415.4152.0151.009.652.000 090013 415 Bond MOVING CLASSROOM 09 Woodland Elementary Employee Rob Robinson **Rachel Hopper** 100.1111.0124.010.051.000 100001 Temp - Ed Asst Kinders CLAS 10 Salish Ponds Elementary Employee Damian Reardon **10 Salish Ponds Elementary** Damian Reardon 100.1111.0124.010.050.000 100002 Temp - Classroom EA CLAS Employee 100.1111.0125.010.050.000 10 Salish Ponds Elementary Employee Damian Reardon 100003 ELEM Teacher Coverage LICN 100004 **10 Salish Ponds Elementary** Employee Damian Reardon 100.1111.0151.010.050.000 Addl Hours - 10 Salish LICN Michelle Murer 10 Salish Ponds Elementary Employee Damian Reardon 100.2122.0134.010.290.000 100005 PBIS Substitute SPED 290 LICN **10 Salish Ponds Elementary** Employee Damian Reardon Michelle Murer 100.2122.0151.010.290.000 100006 2122 PBIS Addl Hours LICN 10 Salish Ponds Elementary Employee Damian Reardon **Michelle Murer** 100.2130.0152.010.290.000 100007 2130 Health Addl Hours CLAS **10 Salish Ponds Elementary** Employee Damian Reardon 100.2240.0134.010.050.000 100008 SUB - 2240 Staff Develop LICN 10 Salish Ponds Elementary Employee Damian Reardon 100.2410.0134.010.070.000 100009 SUB - 2410 Principal LICN 10 Salish Ponds Elementary Employee Damian Reardon 100.2410.0135.010.070.000 100010 2410 Principal CLAS SUB 10 Salish Ponds Elementary Employee Damian Reardon 100.2410.0151.010.070.000 100011 2410 Principal Addl Hrs LICN 100.2410.0152.010.070.000 100012 2410 Principal Addl Hrs CLAS **10 Salish Ponds Elementary** Employee Damian Reardon **Rachel Hopper** 100013 415 Bond MOVING CLASSROOM 10 Salish Ponds Elementary Employee Damian Reardon 415.4152.0151.010.652.000 100.1111.0124.011.051.000 110001 Temp - Ed Asst Kinders CLAS 11 Fairview Elementary Employee Jonathan Steinhoff 110002 Temp - Classroom EA CLAS **11** Fairview Elementary Employee Jonathan Steinhoff 100.1111.0124.011.050.000 100.2122.0134.011.290.000 110003 PBIS Substitute SPED 290 LICN 11 Fairview Elementary Employee Jonathan Steinhoff Michelle Murer **11** Fairview Elementary Jonathan Steinhoff Michelle Murer 100.2122.0151.011.290.000 110004 2122 PBIS Addl Hours LICN Employee 11 Fairview Elementary Employee 100.2130.0152.011.290.000 110005 2130 Health Addl Hours CLAS Jonathan Steinhoff Michelle Murer





Building/Department	1st APPROVAL	2nd APPROVER	FINAL APPROVER	GL KEY	JOB CODE #	CURRENT JOB CODE DESCRIPTION (work in progress with stakeholders to standardize the description)
11 Fairview Elementary	Employee	Jonathan Steinhoff		100.2240.0134.011.050.000	110006	SUB - 2240 Staff Develop LICN
11 Fairview Elementary	Employee	Jonathan Steinhoff	Kate McLaughlin	201.2240.0151.011.800.000	110007	Title I 2240 Staff Dev \$CR
11 Fairview Elementary	Employee	Jonathan Steinhoff		100.2240.0152.011.050.000	110008	2240 Staff Develop \$HRLY
11 Fairview Elementary	Employee	Jonathan Steinhoff		100.2410.0130.011.070.000	110009	2410 Principal Class OT
11 Fairview Elementary	Employee	Jonathan Steinhoff		100.2410.0134.011.070.000	110010	SUB - 2410 Principal LICN
11 Fairview Elementary	Employee	Jonathan Steinhoff		100.2410.0135.011.070.000	110011	2410 Principal CLAS SUB
11 Fairview Elementary	Employee	Jonathan Steinhoff		100.2410.0152.011.070.000	110012	2410 Principal Addl Hrs CLAS
11 Fairview Elementary	Employee	Jonathan Steinhoff	Pierre Dehaze	100.2542.0130.011.047.000	110013	Maint Upkeep OT Fairview Elem
11 Fairview Elementary	Employee	Jonathan Steinhoff	Rachel Hopper	415.4152.0151.011.652.000	110014	415 Bond MOVING CLASSROOM
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.1111.0124.012.051.000	120001	Temp - Ed Asst Kinders CLAS
12 Glenfair Elementary		Lisa McDonald/John Dixon		100.1111.0124.012.050.000	120002	Temp - Classroom EA CLAS
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.1111.0151.012.050.000	120003	Addl Hours - 12 Glenfair LICN
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.1111.0151.012.133.000	120004	ELEM AddI Hours ARTS LICN
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.1111.0152.012.050.000	120005	Addl Hours - 12 Glenfair CLAS
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon	Centae Richards	100.1291.0154.012.280.000	120006	1291 ON Site Interpretor
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon	Michelle Murer	100.2122.0134.012.290.000	120007	PBIS Substitute SPED 290 LICN
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon	Michelle Murer	100.2122.0151.012.290.000	120008	2122 PBIS Addl Hours LICN
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon	Michelle Murer	100.2130.0152.012.290.000	120009	2130 Health Addl Hours CLAS
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2240.0134.012.050.000	120010	SUB - 2240 Staff Develop LICN
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon	Kate McLaughlin	201.2240.0151.012.800.000	120011	Title I 2240 Staff Dev \$CR
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2240.0151.012.050.000	120012	2240 Staff Dvelop Hours \$CR
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2240.0152.012.050.000	120013	2240 Staff Develop \$HRLY
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2410.0130.012.070.000	120014	2410 Principal Class OT
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2410.0134.012.070.000	120015	SUB - 2410 Principal LICN
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2410.0135.012.070.000	120016	2410 Principal CLAS SUB
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2410.0151.012.070.000	120017	2410 Principal Addl Hrs LICN
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon		100.2410.0152.012.070.000	120018	2410 Principal Addl Hrs CLAS
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon	Pierre Dehaze	100.2542.0130.012.047.000	120019	Maint Upkeep OT Glenfair Elem
12 Glenfair Elementary	Employee	Lisa McDonald/John Dixon	Rachel Hopper	415.4152.0151.012.652.000	120020	415 Bond MOVING CLASSROOM
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.1111.0124.013.051.000	130001	Temp - Ed Asst Kinders CLAS
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.1111.0124.013.050.000	130002	Temp - Classroom EA CLAS
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.1111.0125.013.050.000	130003	ELEM Teacher Coverage LICN
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.1111.0151.013.050.000	130004	Addl Hours - 13 Scott LICN
13 Scott Elementary		Debbie Nicolai/Natasha Butler		100.1111.0151.013.133.000	130005	ELEM Addl Hours ARTS LICN





worked. See https://www.reynol	lds.k12.or.us/d	listrict/timeclock-plus for updated r	natrix.			
Building/Department	1st APPROVAL	2nd APPROVER	FINAL APPROVER	GL KEY	JOB CODE #	CURRENT JOB CODE DESCRIPTION (work in progress with stakeholders to standardize the description)
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.1111.0152.013.050.000	130006	Addl Hours - 13 Scott CLAS
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	201.1272.0123.013.800.000		Title VII ELL Tutor CLAS \$24
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	201.1272.0123.013.800.000	130007	Title VII ELL Tutor Group \$35
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	201.1272.0123.013.800.000	130007	Title VII ELL Tutor LICN \$25
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	234.1272.0151.013.800.000	130008	Tile IA/D Sig Cohort Hrs LICN
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Centae Richards	100.1291.0154.013.280.000	130009	1291 ON Site Interpretor
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Michelle Murer	100.2122.0134.013.290.000	130010	PBIS Substitute SPED 290 LICN
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Michelle Murer	100.2122.0151.013.290.000	130011	2122 PBIS Addl Hours LICN
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Michelle Murer	100.2130.0152.013.290.000	130012	2130 Health Addl Hours CLAS
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	234.2210.0151.013.800.000	130013	Title I SIG Improve Instr LICN
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	234.2210.0152.013.800.000	130014	Title I - Improve Instr CLAS
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	100.2220.0152.013.055.000	130015	Scott Media Addl Hours CLAS
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Kate McLaughlin	201.2240.0151.013.800.000	130016	Title I 2240 Staff Dev \$CR
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.2240.0151.013.050.000	130017	2240 Staff Dvelop Hours \$CR
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.2240.0152.013.050.000	130018	2240 Staff Develop \$HRLY
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler		100.2410.0130.013.070.000	130019	2410 Principal Class OT
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Pierre Dehaze	100.2542.0130.013.047.000	130020	Maint Upkeep OT Scott Elem
13 Scott Elementary	Employee	Debbie Nicolai/Natasha Butler	Rachel Hopper	415.4152.0151.013.652.000	130021	415 Bond MOVING CLASSROOM
14 Sweetbriar Elementary	Employee	Marie Marianiello		100.1111.0124.014.051.000	140001	Temp - Ed Asst Kinders CLAS
14 Sweetbriar Elementary	Employee	Marie Marianiello		100.1111.0124.014.050.000	140002	Temp - Classroom EA CLAS
14 Sweetbriar Elementary	Employee	Marie Marianiello	Amy Jackson	100.1111.0125.014.131.000	140003	ELEM Teacher Cvg Music LICN
14 Sweetbriar Elementary	Employee	Marie Marianiello		100.1111.0152.014.050.000	140004	Addl Hours - Sweet Briar CLAS
14 Sweetbriar Elementary	Employee	Marie Marianiello	Michelle Murer	100.2122.0134.014.290.000	140005	PBIS Substitute SPED 290 LICN
14 Sweetbriar Elementary	Employee	Marie Marianiello	Michelle Murer	100.2122.0151.014.290.000	140006	2122 PBIS Addl Hours LICN
14 Sweetbriar Elementary	Employee	Marie Marianiello	Michelle Murer	100.2130.0152.014.290.000	140007	2130 Health Addl Hours CLAS
14 Sweetbriar Elementary	Employee	Marie Marianiello		100.2240.0134.014.050.000	140008	SUB - 2240 Staff Develop LICN
14 Sweetbriar Elementary	Employee	Marie Marianiello		100.2410.0134.014.070.000	140009	SUB - 2410 Principal LICN
14 Sweetbriar Elementary	Employee	Marie Marianiello		100.2410.0152.014.070.000	140010	2410 Principal Addl Hrs CLAS
14 Sweetbriar Elementary	Employee	Marie Marianiello		256.3300.0152.014.407.000	140011	256 Comm Serv Safe Routes CLAS
14 Sweetbriar Elementary	Employee	Marie Marianiello	Rachel Hopper	415.4152.0151.014.652.000	140012	415 Bond MOVING CLASSROOM
15 Troutdale Elementary	Employee	Ed Krankowski		100.1111.0124.015.051.000	150001	Temp - Ed Asst Kinders CLAS
15 Troutdale Elementary	Employee	Ed Krankowski		100.1111.0124.015.050.000	150002	Temp - Classroom EA CLAS
15 Troutdale Elementary	Employee	Ed Krankowski		100.1111.0151.015.050.000	150003	Addl Hours - 15 Troutdale LICN
15 Troutdale Elementary	Employee	Ed Krankowski	Centae Richards	100.1291.0154.015.280.000	150004	1291 ON Site Interpretor





Building/Department	1st APPROVAL	2nd APPROVER	FINAL APPROVER	GL KEY	JOB CODE #	CURRENT JOB CODE DESCRIPTION (work in progress with stakeholders to standardize the description)
15 Troutdale Elementary	Employee	Ed Krankowski	Michelle Murer	100.2122.0134.015.290.000	150005	PBIS Substitute SPED 290 LICN
15 Troutdale Elementary	Employee	Ed Krankowski	Michelle Murer	100.2122.0151.015.290.000	150006	2122 PBIS Addl Hours LICN
15 Troutdale Elementary	Employee	Ed Krankowski	Michelle Murer	100.2130.0152.015.290.000	150007	2130 Health Addl Hours CLAS
15 Troutdale Elementary	Employee	Ed Krankowski		100.2240.0134.015.050.000	150008	SUB - 2240 Staff Develop LICN
15 Troutdale Elementary	Employee	Ed Krankowski		100.2240.0152.015.050.000	150009	2240 Staff Develop \$HRLY
15 Troutdale Elementary	Employee	Ed Krankowski		100.2410.0130.015.070.000	150010	2410 Principal Class OT
15 Troutdale Elementary	Employee	Ed Krankowski		100.2410.0134.015.070.000	150011	SUB - 2410 Principal LICN
15 Troutdale Elementary	Employee	Ed Krankowski		100.2410.0135.015.070.000	150012	2410 Principal CLAS SUB
15 Troutdale Elementary	Employee	Ed Krankowski		100.2410.0151.015.070.000	150013	2410 Principal Addl Hrs LICN
15 Troutdale Elementary	Employee	Ed Krankowski		100.2410.0152.015.070.000	150014	2410 Principal Addl Hrs CLAS
15 Troutdale Elementary	Employee	Ed Krankowski	Pierre Dehaze	100.2542.0130.015.047.000	150015	Maint Upkeep OT Troutdale Elem
15 Troutdale Elementary	Employee	Ed Krankowski	Rachel Hopper	415.4152.0151.015.652.000	150016	415 Bond MOVING CLASSROOM
16 Wilkes Elementary	Employee	Candice Henkin		100.1111.0124.016.051.000	160001	Temp - Ed Asst Kinders CLAS
16 Wilkes Elementary	Employee	Candice Henkin		100.1111.0124.016.050.000	160002	Temp - Classroom EA CLAS
16 Wilkes Elementary	Employee	Candice Henkin		100.1111.0151.016.050.000	160003	Addl Hours - 16 Wilkes LICN
16 Wilkes Elementary	Employee	Candice Henkin		100.1111.0151.016.133.000	160004	ELEM Addl Hours ARTS LICN
16 Wilkes Elementary	Employee	Candice Henkin	Centae Richards	100.1291.0154.016.280.000	160005	1291 ON Site Interpretor
16 Wilkes Elementary	Employee	Candice Henkin	Michelle Murer	100.2122.0134.016.290.000	160006	PBIS Substitute SPED 290 LICN
16 Wilkes Elementary	Employee	Candice Henkin	Michelle Murer	100.2122.0151.016.290.000	160007	2122 PBIS Addl Hours LICN
16 Wilkes Elementary	Employee	Candice Henkin	Michelle Murer	100.2122.0152.016.290.000	160008	2122 PBIS Addl Hours CLAS
16 Wilkes Elementary	Employee	Candice Henkin	Michelle Murer	100.2130.0152.016.290.000	160009	2130 Health Addl Hours CLAS
16 Wilkes Elementary	Employee	Candice Henkin		100.2240.0134.016.050.000	160010	SUB - 2240 Staff Develop LICN
16 Wilkes Elementary	Employee	Candice Henkin		100.2240.0152.016.050.000	160011	2240 Staff Develop \$HRLY
16 Wilkes Elementary	Employee	Candice Henkin		100.2410.0124.016.070.000	160012	2410 Principal Class Temp Hrs
16 Wilkes Elementary	Employee	Candice Henkin		100.2410.0130.016.070.000	160013	2410 Principal Class OT
16 Wilkes Elementary	Employee	Candice Henkin		100.2410.0134.016.070.000	160014	SUB - 2410 Principal LICN
16 Wilkes Elementary	Employee	Candice Henkin		100.2410.0135.016.070.000	160015	2410 Principal CLAS SUB
16 Wilkes Elementary	Employee	Candice Henkin		100.2410.0151.016.070.000	160016	2410 Principal Addl Hrs LICN
16 Wilkes Elementary	Employee	Candice Henkin		100.2410.0152.016.070.000	160017	2410 Principal Addl Hrs CLAS
16 Wilkes Elementary	Employee	Candice Henkin	Pierre Dehaze	100.2542.0130.016.047.000		Maint Upkeep OT Wilkes Elem
16 Wilkes Elementary	Employee	Candice Henkin	Pierre Dehaze	100.2542.0152.016.047.000		Addl Hrs Facility Upkeep CLAS
16 Wilkes Elementary	Employee	Candice Henkin	Rachel Hopper	415.4152.0151.016.652.000		415 Bond MOVING CLASSROOM
17 Alder Elementary	Employee	Michael Cutter		100.1111.0124.017.051.000		Temp - Ed Asst Kinders CLAS
17 Alder Elementary	Employee	Michael Cutter		100.1111.0124.017.050.000	170002	Temp - Classroom EA CLAS





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worked. See https://www.revnolds.k12.or.us/district/timeclock-plus for updated matrix. CURRENT JOB CODE DESCRIPTION JOB 1st **Building/Department** GL KEY 2nd APPROVER FINAL APPROVER (work in progress with stakeholders to CODE # APPROVAL standardize the description) 17 Alder Elementary Employee Michael Cutter 100.1111.0125.017.050.000 170003 ELEM Teacher Coverage LICN Addl Hours - 17 Alder LICN 100.1111.0151.017.050.000 170004 17 Alder Elementary Employee Michael Cutter 100.1111.0152.017.050.000 **17 Alder Elementary** Employee Michael Cutter 170005 Addl Hours - 17 Alder CLAS 170006 PBIS Substitute SPED 290 LICN 17 Alder Elementary Employee Michael Cutter Michelle Murer 100.2122.0134.017.290.000 170007 2122 PBIS Addl Hours LICN **17 Alder Elementary** Employee Michael Cutter Michelle Murer 100.2122.0151.017.290.000 17 Alder Elementary Employee Michael Cutter Michelle Murer 100.2130.0152.017.290.000 170008 2130 Health Addl Hours CLAS **17 Alder Elementary** Employee Michael Cutter Kate McLaughlin 205.2210.0151.017.800.000 170009 School Improve 2210 Addl Hrs Michael Cutter 100.2240.0134.017.050.000 170010 SUB - 2240 Staff Develop LICN 17 Alder Elementary Employee Michael Cutter 170011 2240 Staff Develop \$HRLY **17 Alder Elementary** Employee 100.2240.0152.017.050.000 170012 2410 Principal Class Temp Hrs 17 Alder Elementary Employee Michael Cutter 100.2410.0124.017.070.000 **17 Alder Elementary** Employee Michael Cutter 100.2410.0130.017.070.000 170013 2410 Principal Class OT **17 Alder Elementary** Employee Michael Cutter 100.2410.0135.017.070.000 170014 2410 Principal CLAS SUB **17 Alder Elementary** Employee Michael Cutter 100.2410.0151.017.070.000 170015 2410 Principal Addl Hrs LICN 100.2410.0152.017.070.000 17 Alder Elementary Employee Michael Cutter 170016 2410 Principal Addl Hrs LICN Employee **17 Alder Elementary** Ashley Furlong Pierre Dehaze 100.2542.0130.017.047.000 170017 Maint Upkeep OT Alder Elem **17 Alder Elementary** Employee Michael Cutter Kate McLaughlin 205.3390.0151.017.800.000 170018 2410 Principal Addl Hrs CLAS 17 Alder Elementary Employee Michael Cutter **Rachel Hopper** 415.4152.0151.017.652.000 170019 415 Bond MOVING CLASSROOM **18 Davis Elementary** Employee Ashley Furlong 100.1111.0124.018.051.000 180001 Temp - Ed Asst Kinders CLAS 100.1111.0124.018.050.000 180002 Temp - Classroom EA CLAS 18 Davis Elementary Employee Ashley Furlong 100.1111.0151.018.050.000 180003 Addl Hours - 18 Davis LICN **18 Davis Elementary** Employee Ashley Furlong Michelle Murer 180004 PBIS Substitute SPED 290 LICN **18 Davis Elementary** Employee Ashley Furlong 100.2122.0134.018.290.000 Michelle Murer 100.2122.0151.018.290.000 180005 2122 PBIS Addl Hours LICN 18 Davis Elementary Employee Ashley Furlong **18 Davis Elementary** Employee Ashley Furlong Michelle Murer 100.2130.0152.018.290.000 180006 2130 Health Addl Hours CLAS 18 Davis Elementary Employee Ashley Furlong Kate McLaughlin 201.2210.0151.018.800.000 180007 Title I 2210 Imprv Instruct 18 Davis Elementary Employee Ashley Furlong 100.2240.0134.018.050.000 180008 SUB - 2240 Staff Develop LICN 18 Davis Elementary Employee Ashley Furlong Kate McLaughlin 201.2240.0151.018.800.000 180009 Title I 2240 Staff Dev SCR 18 Davis Elementary Employee Ashley Furlong 100.2240.0152.018.050.000 180010 2240 Staff Develop \$HRLY **18 Davis Elementary** Employee Ashley Furlong 100.2410.0130.018.070.000 180011 2410 Principal Class OT **18 Davis Elementary** Employee Ashley Furlong 100.2410.0134.018.070.000 180012 SUB - 2410 Principal LICN 18 Davis Elementary Employee Ashley Furlong 100.2410.0135.018.070.000 180013 2410 Principal CLAS SUB **18 Davis Elementary** Employee Ashley Furlong 100.2410.0152.018.070.000 180014 2410 Principal Addl Hrs CLAS **18 Davis Elementary** Employee Ashley Furlong Pierre Dehaze 100.2542.0130.018.047.000 180015 Maint Upkeep OT Davis Elem **18 Davis Elementary** Employee Ashley Furlong **Rachel Hopper** 415.4152.0151.018.652.000 180016 415 Bond MOVING CLASSROOM 19 Hartley Elementary Employee Stephanie Murdock 100.1111.0124.019.051.000 190001 Temp - Ed Asst Kinders CLAS





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worked. See https://www.revnolds.k12.or.us/district/timeclock-plus for updated matrix. CURRENT JOB CODE DESCRIPTION JOB 1st **Building/Department** GL KEY 2nd APPROVER **FINAL APPROVER** (work in progress with stakeholders to CODE # APPROVAL standardize the description) Employee **19 Hartley Elementary** Stephanie Murdock 100.1111.0124.019.050.000 190002 Temp - Classroom EA CLAS **19 Hartley Elementary** Stephanie Murdock 100.1111.0151.019.050.000 190003 Addl Hours - 19 Hartley LICN Employee Michelle Murer 100.2122.0134.019.290.000 190004 PBIS Substitute SPED 290 LICN **19 Hartley Elementary** Employee Stephanie Murdock Michelle Murer 190005 2122 PBIS Addl Hours LICN **19 Hartley Elementary** Employee Stephanie Murdock 100.2122.0151.019.290.000 190006 2130 Health Addl Hours CLAS **19 Hartley Elementary** Employee Stephanie Murdock Michelle Murer 100.2130.0152.019.290.000 **19 Hartley Elementary** Employee Stephanie Murdock Kate McLaughlin 201.2210.0151.019.800.000 190007 Title I - Improve Instr LICN **19 Hartley Elementary** Employee Stephanie Murdock Kate McLaughlin 205.2210.0151.019.800.000 190008 School Improve 2210 Addl Hrs **19 Hartley Elementary** Stephanie Murdock 100.2240.0134.019.050.000 190009 SUB - 2240 Staff Develop LICN Employee **19 Hartley Elementary** 190010 Title I 2240 Staff Dev \$CR Employee Stephanie Murdock Kate McLaughlin 201.2240.0151.019.800.000 190011 2410 Principal Class Temp Hrs **19 Hartley Elementary** Employee Stephanie Murdock 100.2410.0124.019.070.000 190012 2410 Principal Class OT **19 Hartley Elementary** Employee Stephanie Murdock 100.2410.0130.019.070.000 190013 SUB - 2410 Principal LICN **19 Hartley Elementary** Employee Stephanie Murdock 100.2410.0134.019.070.000 **19 Hartley Elementary** Employee Stephanie Murdock 100.2410.0135.019.070.000 190014 2410 Principal CLAS SUB 100.2410.0151.019.070.000 **19 Hartley Elementary** Employee Stephanie Murdock 190015 2410 Principal Addl Hrs LICN **19 Hartley Elementary** Employee Stephanie Murdock 100.2410.0152.019.070.000 190016 2410 Principal Addl Hrs CLAS Pierre Dehaze **19 Hartley Elementary** Employee Stephanie Murdock 100.2542.0130.019.047.000 190017 Maint Upkeep OT Hartley Elem **19 Hartley Elementary** Employee Stephanie Murdock Kate McLaughlin 201.3390.0151.019.800.000 190018 Title I Other Comm Serv LICN **19 Hartley Elementary** Employee Stephanie Murdock **Rachel Hopper** 415.4152.0151.019.652.000 190019 415 Bond MOVING CLASSROOM 21 H B Lee Middle School Employee Dan Kimbrow 100.1121.0125.021.060.000 210001 MS Teacher Coverage LICN 100.1121.0151.021.060.000 210002 Middle School Addl Hours LICN 21 H B Lee Middle School Employee Dan Kimbrow 21 H B Lee Middle School Chris Greenhaugh 256.1121.0151.021.401.000 210003 MS - Outdoor School LICN Employee Dan Kimbrow 21 H B Lee Middle School 100.1122.0131.021.230.000 210004 1122 HBLMS Athletics Coach Employee Dan Kimbrow 100.1122.0151.021.230.000 21 H B Lee Middle School Employee Dan Kimbrow 210005 HB Lee Athletic Event Staff 210006 1291 ON Site Interpretor 21 H B Lee Middle School Employee Dan Kimbrow Centae Richards 100.1291.0154.021.280.000 21 H B Lee Middle School 210007 Title I - Improve Instr LICN Employee Dan Kimbrow Kate McLaughlin 201.2210.0151.021.800.000 21 H B Lee Middle School Employee Dan Kimbrow Kate McLaughlin 201.2210.0152.021.800.000 210008 Title I - Improve Instr CLAS 21 H B Lee Middle School Employee Dan Kimbrow 100.2240.0134.021.060.000 210009 SUB - 2240 Staff Develop LICN 21 H B Lee Middle School Employee Dan Kimbrow Kate McLaughlin 201.2240.0151.021.800.000 210010 Title I 2240 Staff Dev SCR 21 H B Lee Middle School Employee Dan Kimbrow 100.2240.0151.021.060.000 210011 2240 Staff Dvelop Hours SCR 21 H B Lee Middle School 210012 2410 Principal CLAS SUB Employee Dan Kimbrow 100.2410.0135.021.070.000 Employee 21 H B Lee Middle School Dan Kimbrow 100.2410.0151.021.070.000 210013 2410 Principal Addl Hrs LICN 21 H B Lee Middle School Employee Dan Kimbrow 100.2410.0152.021.070.000 210014 2410 Principal Addl Hrs CLAS 21 H B Lee Middle School Employee Dan Kimbrow Pierre Dehaze 100.2542.0130.021.047.000 210015 Maint Upkeep OT HB Lee MS 21 H B Lee Middle School Employee Dan Kimbrow Rachel Hopper 415.4152.0151.021.652.000 210016 415 Bond MOVING CLASSROOM





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worked. See https://www.revnolds.k12.or.us/district/timeclock-plus for updated matrix. CURRENT JOB CODE DESCRIPTION JOB 1st **Building/Department** GL KEY 2nd APPROVER FINAL APPROVER (work in progress with stakeholders to CODE # APPROVAL standardize the description) 22 Reynolds Middle School Employee Stacy Talhus 100.1121.0125.022.060.000 220001 MS Teacher Coverage LICN 100.1121.0125.022.200.000 220002 MS Teacher Covg PE LICN 22 Revnolds Middle School Employee Stacy Talhus 22 Reynolds Middle School Employee Stacy Talhus 100.1121.0151.022.060.000 220003 Middle School Addl Hours LICN 256.1121.0151.022.557.000 220004 PGE MS Program Addl Hrs LICN 22 Revnolds Middle School Employee Stacy Talhus 100.1121.0151.022.131.000 22 Reynolds Middle School Employee Stacy Talhus 220005 MS Addl Music Hours LICN 22 Reynolds Middle School Employee Stacy Talhus Chris Greenhaugh 256.1121.0151.022.401.000 220006 MS - Outdoor School LICN 22 Reynolds Middle School Employee Stacy Talhus 100.1121.0152.022.060.000 220007 MS Addl Classroom Hours CLAS Stacy Talhus 100.1122.0131.022.230.000 220008 1122 RMS Athletics Coach 22 Reynolds Middle School Employee Stacy Talhus 201.2210.0151.022.800.000 220009 Title I - Improve Instr LICN 22 Reynolds Middle School Employee Kate McLaughlin 220010 Title I 2240 Staff Dev \$CR 22 Reynolds Middle School Employee Stacy Talhus Kate McLaughlin 201.2240.0151.022.800.000 220011 2410 Principal Addl Hrs LICN 22 Reynolds Middle School Employee Stacy Talhus 100.2410.0151.022.070.000 220012 2410 Principal Addl Hrs CLAS 22 Reynolds Middle School Employee Stacy Talhus 100.2410.0152.022.070.000 Employee 22 Reynolds Middle School Stacy Talhus Pierre Dehaze 100.2542.0130.022.047.000 220013 Maint Upkeep OT Reynolds MS 220014 22 Reynolds Middle School Employee Stacy Talhus Pierre Dehaze 100.2542.0152.022.047.000 Addl Hrs Facility Upkeep CLAS 22 Reynolds Middle School Employee Stacy Talhus **Rachel Hopper** 415.4152.0151.022.652.000 220015 415 Bond MOVING CLASSROOM 23 Walt Morey Middle School Employee Tanya Pruett 100.1121.0151.023.060.000 230001 Middle School Addl Hours LICN 23 Walt Morey Middle School Employee Tanya Pruett Chris Greenhaugh 256.1121.0151.023.401.000 230002 MS - Outdoor School LICN 23 Walt Morey Middle School Employee Tanya Pruett 256.1121.0151.023.557.000 230003 MS - PGE Programs LICN 23 Walt Morey Middle School Employee Tanya Pruett 100.1121.0152.023.060.000 230004 MS Addl Classroom Hours CLAS 100.1122.0131.023.230.000 230005 1122 WMMS Athletics Coach 23 Walt Morey Middle School Employee Tanya Pruett Tanya Pruett 100.1122.0151.023.230.000 230006 WMMS Athletic Event Staff 23 Walt Morey Middle School Employee 23 Walt Morey Middle School 100.2240.0134.023.060.000 230007 SUB - 2240 Staff Develop LICN Employee Tanya Pruett 100.2240.0151.023.060.000 230008 2240 Staff Dvelop Hours \$CR 23 Walt Morey Middle School Employee Tanya Pruett 230009 2410 Principal Class OT 23 Walt Morey Middle School Employee Tanya Pruett 100.2410.0130.023.070.000 230010 2410 Principal CLAS SUB 23 Walt Morey Middle School Employee Tanya Pruett 100.2410.0135.023.070.000 23 Walt Morey Middle School Employee Tanva Pruett 100.2410.0151.023.070.000 230011 2410 Principal Addl Hrs LICN 23 Walt Morey Middle School Employee Tanya Pruett Pierre Dehaze 100.2542.0130.023.047.000 230012 Maint Upkeep OT Walt Morey MS 23 Walt Morey Middle School Employee Tanya Pruett Rachel Hopper 415.4152.0151.023.652.000 230013 415 Bond MOVING CLASSROOM 26 Edgefield Campus Employee **Rachel Hopper** 415.4152.0151.026.652.000 260001 415 Bond MOVING CLASSROOM 31 Reynolds High School Employee Wade Bakeley 100.1131.0124.031.131.000 310001 HS MUSIC Temp CLAS Hours Employee 31 Reynolds High School Wade Bakeley 100.1131.0125.031.100.000 310002 HS Teacher Cvg Lang Arts LICN 31 Reynolds High School Employee Wade Bakeley 100.1131.0125.031.180.000 310003 HS Teacher Cvg Math LICN 31 Reynolds High School Employee Wade Bakeley 251.1131.0134.031.170.000 310004 Drivers Ed PRINCIPAL Use 31 Reynolds High School Employee Wade Bakeley 100.1131.0134.031.245.000 310005 Credit Recovery PRINCIPAL Use



Job Code Matrix



worked. See https://www.reync	olds.k12.or.us/d	istrict/timeclock-plus for update	d matrix.			
Building/Department	1st APPROVAL	2nd APPROVER	FINAL APPROVER	GL KEY	JOB CODE #	CURRENT JOB CODE DESCRIPTION (work in progress with stakeholders to standardize the description)
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0134.031.093.000	310006	AVID High Sch Subsitute LICN
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0136.031.060.000	310007	HS Principal Stipend
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0151.031.245.000	310008	Credit Recovery Face to Face
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0151.031.060.000	310009	High School Addl Hours LICN
31 Reynolds High School	Employee	Wade Bakeley		251.1131.0151.031.170.000	310010	Drivers Ed Addl Hours LICN
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0151.031.270.000	310011	Addl Hours LEADERSHIP LICN
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0151.031.120.000	310012	Addl Hours SCIENCE LICN
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0151.031.245.000	310013	Credit Recovery On Line
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0152.031.060.000	310014	HS Addl Classroom Hours CLAS
31 Reynolds High School	Employee	Wade Bakeley		100.1131.0152.031.245.000	310015	Credit Recovery CLAS
31 Reynolds High School	Employee	Wade Bakeley	Chris Coleman	100.1132.0131.031.230.000	310016	1122 MS Athletics Coach
31 Reynolds High School	Employee	Wade Bakeley	Chris Coleman	100.1132.0151.031.230.000	310017	RHS Athletic Event Staff
31 Reynolds High School	Employee	Wade Bakeley		100.1133.0124.031.134.000	310018	HS Activities Temp CLAS Hours
31 Reynolds High School	Employee	Wade Bakeley		100.1133.0151.031.250.000	310019	HS Activities Addl Hours LICN
31 Reynolds High School	Employee	Wade Bakeley		100.1133.0152.031.240.000	310020	HS Grad Addl Hours CLAS
31 Reynolds High School	Employee	Wade Bakeley	Centae Richards	100.1291.0154.031.280.000	310021	1291 ON Site Interpretor
31 Reynolds High School	Employee	Wade Bakeley	Michelle Murer	100.2115.0152.031.290.000	310022	Addl Hours Student Safety CLAS
31 Reynolds High School	Employee	Wade Bakeley	Michelle Murer	100.2120.0130.031.290.000	310023	HS Guidance OT Hours
31 Reynolds High School	Employee	Wade Bakeley	Michelle Murer	100.2120.0151.031.290.000	310024	Guidance Addl Hours LICN
31 Reynolds High School	Employee	Wade Bakeley	Michelle Murer	100.2120.0152.031.290.000	310025	Addl Hours Guidance CLAS
31 Reynolds High School	Employee	Wade Bakeley		100.2240.0134.031.060.000	310026	SUB - 2240 Staff Develop LICN
31 Reynolds High School	Employee	Wade Bakeley		100.2410.0124.031.070.000	310027	2410 Principal Class Temp Hrs
31 Reynolds High School	Employee	Wade Bakeley		100.2410.0135.031.070.000	310028	2410 Principal CLAS SUB
31 Reynolds High School	Employee	Wade Bakeley		100.2410.0152.031.070.000	310029	2410 Principal Addl Hrs CLAS
31 Reynolds High School	Employee	Wade Bakeley	Pierre Dehaze	100.2542.0130.031.047.000	310030	Maint Upkeep OT Reynolds HS
31 Reynolds High School	Employee	Wade Bakeley	Pierre Dehaze	100.2542.0152.031.047.000	310031	Addl Hrs Facility Upkeep CLAS
31 Reynolds High School	Employee	Wade Bakeley	Rachel Hopper	415.4152.0151.031.652.000	310032	415 Bond MOVING CLASSROOM
39 RLA West	Employee	Erin Ferguson		100.1280.0130.039.060.000	390001	Alt Ed Classrm OT Hours
39 RLA West	Employee	Erin Ferguson		270.1280.0130.039.900.000	390002	MYC Service OT Hrs CLAS
39 RLA West	Employee	Erin Ferguson		100.1280.0131.039.230.000	390003	Alt Ed Athletics Addl Hrs
39 RLA West	Employee	Erin Ferguson		100.1280.0151.039.060.000	390004	Alt Ed Classrm Addl Hours
39 RLA West	Employee	Erin Ferguson		270.1280.0151.039.900.000	390005	MYC Service Addl Hrs LICN
39 RLA West	Employee	Erin Ferguson		270.1280.0152.039.900.000	390006	2410 Principal Addl Hrs CLAS
39 RLA West	Employee	Erin Ferguson		100.1280.0152.039.060.000	390007	Alt Ed Classrm Addl Hours



Job Code Matrix



Building/Department	1st APPROVAL	2nd APPROVER	FINAL APPROVER	GL KEY	JOB CODE #	CURRENT JOB CODE DESCRIPTION (work in progress with stakeholders to standardize the description)
39 RLA West	Employee	Erin Ferguson	Kate McLaughlin	201.2210.0151.039.800.000	390008	Title I - Improve Instr LICN
39 RLA West	Employee	Erin Ferguson		100.2240.0134.039.060.000	390009	SUB - 2240 Staff Develop LICN
39 RLA West	Employee	Erin Ferguson		100.2240.0151.039.060.000	390010	2240 Staff Dvelop Hours \$CR
39 RLA West	Employee	Erin Ferguson		100.2410.0151.039.070.000		2410 Principal Addl Hrs LICN
39 RLA West	Employee	Erin Ferguson		100.2410.0152.039.070.000	390012	2410 Principal Addl Hrs CLAS
39 RLA West	Employee	Erin Ferguson	Kate McLaughlin	201.3390.0151.039.800.000	390013	Title I Other Comm Serv LICN
39 RLA West	Employee	Erin Ferguson		272.3500.0151.039.900.000	390014	272 Early Learn Child Cr LICN
39 RLA West	Employee	Erin Ferguson		272.3500.0152.039.900.000	390015	272 Child Care Addl Hours CLAS
39 RLA West	Employee	Erin Ferguson		256.3500.0152.039.419.000	390016	2410 Principal Addl Hrs CLAS
39 RLA West	Employee	Erin Ferguson		100.3500.0152.039.063.000	390017	Child Care -
39 RLA West	Employee	Erin Ferguson	Rachel Hopper	415.4152.0151.039.652.000	390018	415 Bond MOVING CLASSROOM
41 District Office	Employee	Wade Bakley		100.1131.0141.041.060.000	410006	HS LICN Roving Sub Hours
41 District Office	Employee	All Principals/Managers		100.2410.0142.041.070.000	410042	DO CLAS Roving Sub Hours
41 District Office	Employee		Andrea Watson	100.2574.0152.041.046.000	410070	Addl Hours - Print Services
41 District Office	Employee		Andrea Watson	100.2630.0124.041.045.000	410071	Temp Hrs - Communications CLAS
41 District Office	Employee		Andrea Watson	100.2630.0130.041.045.000	410072	OT Hours Communications CLAS
41 District Office	Employee		Andrea Watson	100.2630.0135.041.045.000	410073	Communications CLAS SUB Hours
41 District Office	Employee		Andrea Watson	100.2630.0152.041.045.000	410074	Addl Hrs Communications CLAS
41 District Office	Employee		Andrea Watson	100.2630.0154.041.045.000	410075	1291 Communications Interpret
41 District Office	Employee		Pierre Dehaze	100.2541.0130.041.047.000	410301	Maint Improve OT Dist Office
41 District Office			Pierre Dehaze	100.2541.0130.041.047.000	410302	On Call Response
41 District Office			Pierre Dehaze	100.2541.0130.041.047.000	410303	On Call Week
41 District Office	Employee		Pierre Dehaze	100.2541.0152.041.047.000	410304	Addl Hours Dist Office
41 District Office	Employee		Pierre Dehaze	100.2542.0130.041.047.000	410305	Maint Upkeep OT Dist Office
41 District Office	Employee		Pierre Dehaze	100.2542.0142.041.047.000		Maint Upkeep Roving Sub
41 District Office	Employee		Pierre Dehaze	100.2543.0130.041.047.000	410307	Grounds OT Dist Office
41 District Office	Employee		Pierre Dehaze	100.2543.0142.041.047.000	410308	Grounds Roving Sub
41 District Office Alt HS	Employee		Wade Bakley	100.1131.0125.041.267.000	410005	Temp Hours - 9th Grade Counts
41 District Office Alt HS	Employee		Wade Bakley	100.1131.0151.041.267.000	410007	9th Grade Counts Addl Hrs LICN
41 District Office Alt HS	Employee		Wade Bakley	100.1131.0151.041.245.000	410009	Credit
41 District Office Alt HS	Employee		Wade Bakley	100.1131.0152.041.267.000	410010	9th Grade Counts Addl Hrs CLAS
41 District Office ELL	Employee		Centae Richards	100.1291.0124.041.280.000		1291 ELL CLAS Temp Hours
41 District Office ELL	Employee		Centae Richards	100.1291.0130.041.280.000	410019	Dist Office ELL Prog OT Hours
41 District Office ELL	Employee		Centae Richards	100.1291.0151.041.280.000	410020	ELL 1291 Addl Hours LICN





Building/Department	1st APPROVAL	2nd APPROVER	FINAL APPROVER	GL KEY	JOB CODE #	CURRENT JOB CODE DESCRIPTION (work in progress with stakeholders to standardize the description)
41 District Office ELL	Employee		Centae Richards	100.1291.0152.041.280.000	410021	Title III Other Comm Serv CLAS
41 District Office ELL	Employee		Centae Richards	100.1291.0154.041.280.000	410022	1291 ON Site Interpretor
41 District Office ELL	Employee		Centae Richards	100.2690.0134.041.612.000	410084	Trauma Team - Substitute
41 District Office ELL	Employee		Centae Richards	100.2690.0151.041.612.000	410085	Trauma Team - LICN
41 District Office ELL	Employee		Centae Richards	208.1291.0124.041.280.000	410090	Title III ELL Temp Hours CLAS
41 District Office ELL	Employee		Centae Richards	0	410091	Title III ELL Addl Hours CLAS
41 District Office ELL	Employee		Centae Richards	0	410092	Title III 2240 Staff Dev \$CR
41 District Office ELL	Employee		Centae Richards	0	410093	Title III 1291 Addl Hours LICN
41 District Office ELL	Employee		Centae Richards	0	410094	Title III ELL Addl Hours CLAS
41 District Office ELL	Employee		Centae Richards	0	410095	Title III 2210 Instruct LICN
41 District Office ELL	Employee		Centae Richards	0	410096	Title III 2240 Staff Dev \$CR
41 District Office ELL	Employee		Centae Richards	0	410097	Title III 2240 Staff Dev \$HRLY
41 District Office ELL	Employee		Centae Richards	0	410098	Title III Other Comm Serv LICN
41 District Office ELL	Employee		Centae Richards	0	410099	Title III Other Comm Serv CLAS
41 District Office ELL	Employee		Centae Richards	0	410100	Title VII ELL Tutor LICN \$25
41 District Office ELL	Employee		Centae Richards	0	410101	Title VII ELL Tutor CLAS \$24
41 District Office ELL	Employee		Centae Richards	214.1271.0123.041.280.000	410102	Title VII ELL Tutor Group \$35
41 District Office ELL	Employee		Centae Richards	0	410115	Close Gap 2240 Staff Dev \$CR
41 District Office Finance	Employee		H Cynthia Le	100.2520.0130.041.052.000	410043	2520 Fiscal OT Hrs CLAS
41 District Office Finance	Employee		H Cynthia Le	100.2520.0152.041.052.000	410044	Fiscal Addl Hours CLAS
41 District Office Finance	Trauma Tea	m - LICN	H Cynthia Le	0	410113	Trauma Team Billable Serv LICN
41 District Office HR	Employee		Jennifer Ellis	100.2640.0130.041.056.000	410076	HR OT Hours CLAS
41 District Office HR	Employee		Jennifer Ellis	100.2640.0151.041.056.000	410077	HR Hiring Process Hours LICN
41 District Office HR	Employee		Jennifer Ellis	100.2640.0152.041.056.000	410078	HR Addl Hours CLAS
41 District Office HR	Employee		Jennifer Ellis	100.2642.0124.041.056.000	410079	2642 Recruitment Temp Hs CLAS
41 District Office HR	Employee		Jennifer Ellis	100.2640.0152.041.056.000	410507	HR Welcome back CLAS
41 District Office Instruction	Employee		Chris Greenhaugh	100.1121.0123.041.093.000	410001	AVID MS Tutoring TEMP
41 District Office Instruction	Employee		Chris Greenhaugh	100.1121.0134.041.093.000	410002	AVID Middle Sch Subsitute LICN
41 District Office Instruction	Employee		Chris Greenhaugh	100.1121.0151.041.093.000	410003	AVID MS Tutoring LICN
41 District Office Instruction	Employee		Chris Greenhaugh	100.1131.0123.041.093.000	410004	AVID HS Tutoring TEMP
41 District Office Instruction	Employee		Chris Greenhaugh	100.1131.0151.041.093.000	410008	AVID HS Tutoring LICN
41 District Office Instruction	Employee		Amy Jackson	100.1210.0132.041.092.000	410011	TAG Extra DUTY-EVENT
41 District Office Instruction	Employee		Amy Jackson	100.1210.0151.041.092.000	410012	TAG ADDL HOURS
41 District Office Instruction	Employee	Mary Dennis	Chris Greenhaugh/Amy Jack	sor 100.2211.0134.041.053.000	410032	Tch Coverage 2211





Please consult with Payroll on the job code if it is not listed on the Job Code Matrix. Correct rate of pay and account number can be predefined for employees to select when entering time

worked. See https://www.revnolds.k12.or.us/district/timeclock-plus for updated matrix. CURRENT JOB CODE DESCRIPTION JOB 1st **Building/Department** 2nd APPROVER **FINAL APPROVER** GL KEY (work in progress with stakeholders to CODE # APPROVAL standardize the description) 41 District Office Instruction Employee Mary Dennis Chris Greenhaugh/Amy Jackson 100.2211.0151.041.053.000 410033 Teach & Learning 2211 41 District Office Instruction Chris Greenhaugh/Amy Jacksor 100.2230.0151.041.053.000 410036 Assessment & Testing 2230 Employee Mary Dennis 0 410112 MH Cable 2219 Other Instr LICN 41 District Office Instruction Employee Chris Greenhaugh 410116 Ed Effect 2240 Staff Dev SCR 41 District Office Instruction Employee Chris Greenhaugh 0 41 District Office Nutrition Employee Christy Foote 0 410501 Addl Hours 3100 Regular 0 41 District Office Nutrition Employee **Christy Foote** 410502 Addl Hours 3101 Summer 41 District Office Nutrition Employee **Christy Foote** 0 410503 Addl Hours 3102 Grant 41 District Office Nutrition **Christy Foote** 0 410504 3103 - CACFP Supper Subsitute Employee **41 District Office Nutrition** 410505 OT Hours 3103 CACFP Employee Christy Foote 0 0 410506 Addl Hours 3103 CACFP 41 District Office Nutrition Employee Christy Foote 100.1220.0151.041.320.000 41 District Office SPED Employee Michelle Murer 410013 1220 SPED Addl Hours LICN 410014 1220 Addl SPED Hours CLAS 41 District Office SPED Employee Michelle Murer 100.1220.0152.041.320.000 41 District Office SPED Employee Michelle Murer 100.1223.0152.041.290.000 410015 Addl Hours Transition CLAS 41 District Office SPED Employee Michelle Murer 100.1227.0151.041.320.000 410016 IDEA 1220 Res SPED Addl Hrs 41 District Office SPED Employee Michelle Murer 100.1227.0152.041.320.000 410017 1272 Extd Sch Yr SPED Hrs CLAS 41 District Office SPED Employee Michelle Murer 100.2110.0123.041.290.000 410023 2110 Social Work Tutoring 41 District Office SPED Employee Michelle Murer 100.2110.0151.041.290.000 410025 2110 Social Work Addl Hrs LICN 41 District Office SPED Employee Michelle Murer 100.2122.0151.041.290.000 410027 2123 PBIS Addl Hours LICN Michelle Murer 41 District Office SPED Employee 100.2140.0151.041.290.000 410028 2140 Addl Psych Hours LICN 410029 3300 Treatment Addl SPED CLAS 41 District Office SPED Employee Michelle Murer 100.2160.0152.041.320.000 410030 2190 Addl Service Dirc SUB 41 District Office SPED Employee Michelle Murer 100.2190.0134.041.320.000 41 District Office SPED Michelle Murer 410031 2190 Service SPED Interpretor Employee 100.2190.0154.041.320.000 0 410103 IDEA 2190 LICN Sub Hrs 41 District Office SPED Employee Michelle Murer 410104 41 District Office SPED Employee Michelle Murer 0 IDEA 2190 LICN Addl Hrs 41 District Office SPED Employee Michelle Murer 218.1220.0125.041.320.000 410105 IDEA 1220 SPED LICN Temp 41 District Office SPED Employee Michelle Murer 0 410106 IDEA B Restrict LICN Addl Hrs 218.1220.0152.041.320.000 41 District Office SPED Employee Michelle Murer 410107 1220 SPED Addl Hours CLAS 41 District Office SPED Employee Michelle Murer 218.1220.0154.041.320.000 410108 IDEA 1220 On Site SPED Interpt **41 District Office SPED** Employee Michelle Murer 220.1220.0124.041.290.000 410109 IDEA 1220 Restrict CLASS Temp 41 District Office SPED Employee Michelle Murer 0 410110 IDEA Assess LICN Addl Hrs 41 District Office SPED Employee Michelle Murer 0 410111 EBISS 2240 Staff Develop \$CR 41 District Office SPED Employee Michelle Murer 0 410114 PPS/CR Autism Addl Hours CLAS 41 District Office Superintendent Employee **Connie Philibert** Linda Florence 100.2310.0130.041.057.000 410037 Board of Ed OT Hours CLAS 41 District Office Superintendent Employee **Connie Philibert** Linda Florence 100.2310.0152.041.057.000 410038 Board of Ed Addl Hours CLAS





Please consult with Payroll on the job code if it is not listed on the Job Code Matrix. Correct rate of pay and account number can be predefined for employees to select when entering time

worked. See https://www.reynolds.k12.or.us/district/timeclock-plus for updated matrix.

Building/Department	1st APPROVAL	2nd APPROVER	FINAL APPROVER	GL KEY	JOB CODE #	CURRENT JOB CODE DESCRIPTION (work in progress with stakeholders to standardize the description)
41 District Office Superintendent	Employee	Connie Philibert	Linda Florence	100.2310.0154.041.057.000	410039	1291 Board of Ed Interpretor
41 District Office Superintendent	Employee	Connie Philibert	Linda Florence	100.2321.0135.041.059.000		SUP'T OFFICE CLAS SUB Hours
41 District Office Superintendent	Employee	Connie Philibert	Linda Florence	100.2321.0152.041.059.000	410041	Off of Supt Addl Hours CLAS
41 District Office Technology	Employee		Jeff Gibbs	100.2660.0124.041.054.000	410080	Temp Tech Services IT
41 District Office Technology	Employee		Jeff Gibbs	100.2660.0130.041.054.000	410081	Tech Services OT Hours
41 District Office Technology	Employee		Jeff Gibbs	100.2660.0151.041.054.000	410082	Tech Services Addl Hours LICN
41 District Office Technology	Employee		Jeff Gibbs	100.2660.0152.041.054.000	410083	Tech Services Addl Hours CLAS
41 District Office Title One	Employee		Kate McLaughlin	100.2110.0123.041.072.000	410024	Homeless Tutoring
41 District Office Title One	Employee		Kate McLaughlin	100.2110.0152.041.072.000	410026	Homeless Social Work CLAS
41 District Office Title One	Employee		Kate McLaughlin	100.2220.0124.041.055.000	410034	Temp Hrs Media Services CLAS
41 District Office Title One	Employee		Kate McLaughlin	100.2220.0152.041.055.000	410035	Dist Off Media Addl Hours CLAS
41 District Office Title One			Kate McLaughlin	201.3390.0151.041.800.000	410086	Kinder Connect LICN
41 District Office Title One			Kate McLaughlin	201.3390.0152.041.800.000	410087	Kinder Connect CLAS
41 District Office Title One	Employee		Kate McLaughlin	0	410088	Title IIA 2240 Staff Dev \$CR
41 District Office Title One	Employee		Kate McLaughlin	0	410089	Title IIA 2240 Staff Dev \$CR
41 District Office Title One	Employee	Kathy Houck	Kate McLaughlin	100.2550.0152.041.072.000	410414	Homeless Transportation
41 District Office Transportation	Employee		Kathy Houck	100.2550.0130.041.049.000	410401	General OT Hrs Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0130.041.049.000	410402	OT Hours Transation
41 District Office Transportation	Employee		Kathy Houck	100.2550.0130.041.049.000	410403	SPED OT Hrs Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0135.041.049.000	410404	Addl Reg Hours Transport
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410405	Misc Meeting Addl Hours Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410406	SPED Fuel Addl Hours Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410407	Mid SPED Addl Hours Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410408	Mid Gen Ed Addl Hrs Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410409	Gen Fuel Addl Hours Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410410	AM SPED Addl Hours Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410411	PM SPED Addl Hours Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410412	AM Gen Ed Addl Hrs Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410413	PM Gen Ed Addl Hrs Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410415	General Addl Hrs Trans
41 District Office Transportation	Employee		Kathy Houck	100.2550.0152.041.049.000	410416	Addl Reg Hours Transport



JOB CODE CHANGE/REQUEST FORM



To be completed prior to assigning task to employee. Complete ALL boxes.

Check mark or circle one

Add	Change	Inactivate	Delete
Effective Date			

Job Code # (Leave Blank if New)
Job Code Description
Job Rate
Name of Employee
Department/School of Employee
Attach list if more than one employee

Reason

GL Account to Charge

Budget needs to be available. Format should be Fund.Function.Object.Center.Area.000 Example account string: 100.2410.0124.011.050.000

Comments or Notes	
Signature	Date
Name	Office Use Only Approved by Implemented by

