



2024-2025 Business Operations Guidelines - Fiscal

PURCHASING

Requisitions, check requests, and charge requests are due from the CM/CMA and Supervisors to Budget Owners by the 1st of each month.

Requisitions:

- Used when a purchase needs to be made by the purchasing department (ie tshirts for centers, classroom supplies, etc) or an invoice is issued for payment (ie GoEngage Invoice, use of a building, etc).
- Requisitions must be completed in full and correctly. Incomplete requisitions will be returned and can be submitted at the next ordering period. The correct requisition must be used. All requisition forms can be found on our website.
- All approved requisitions must be scanned and emailed to Felicia by the budget owner by the 7th of each month.
- Please use the Scan Document Cover Sheet document when sending multiple page documents.
- Budget Owners - If you have not received confirmation from Felicia within 2 business days after submitting to purchasing, please follow up asap.
- All requisitions must be issued a Purchase Order (PO) prior to a purchase being made.
- If you need to check the status of an order, send an email to Felicia and state "checking the status" in the subject line. (Attach a copy of the requisition)
- All bulk orders must include the breakdown of how the shipment should be divided per center/location.
- April is the last month to submit requisitions/check requests/charge requests. No purchases will be made in the month of May by either the Purchasing Department or the Training Department. (Exceptions will be made for CDA fees, CCCBC fees, etc.)
- POs can only be used to the specified vendor listed on the Purchase Order
- PAPER PO's (triplicate form) can only be used for CACFP or Maintenance purchases. The triplicate paper POs cannot be used for parent activities or other food purchases. If a cooking activity is not CACFP approved for their snack it cannot be paid out of the kitchen and this would fall under Classroom Supplies.
- For Grantee Staff – submit to completed packet to Sherrell for payment once all documents are ready. A complete packet for payment includes PO, Requisition, Invoice/Packing Slip.
- ***Signed and approved requisitions are due to Felicia from the budget owner by the 7th of each month.***

Check Requests:

- Used when no invoice is available. Please ensure the form is completed accurately and in full.
- Before completing your check request, please email Crysta to confirm if we have the vendor established. If not, a W-9 form needs to be completed and forwarded to the Crysta to get the account set up in our system. Do not check the box stating that there is a W-9 on file unless either previously verified the vendor or have contacted Crysta.
- Examples: team building activities, field trips, staff wellness meals that don't accept credit cards, etc.
- ***Signed and approved check requests are due to Sherrell from the budget owner by the 7th of each month.***

Charge Requests:

- Used when payment is made with the VISA credit card. Please ensure the form is completed accurately and completely including vendor contact information.
- Please ensure that the vendor takes credit card payment online or via phone in advance. Same day payments will only be made in emergency circumstances.
- Examples include staff wellness meals, food for training, team building meals, etc.
- **A completed and approved Charge Request must be submitted to the card holder prior to the VISA card being used to make the purchase.**

Office Supplies:

- Starting in June of each program year, office orders can be made using the Hi-touch website. Hitouchbusinessservices.com
- If an item is not available on Hi-Touch, please follow normal requisition procedures.
- For grantee staff, office supply needs can be emailed to your department contact who will then create one requisition and/or enter in Hi-Touch to submit to the Danyelle.
- Documentation needed:
 - When a shipment is received at the center, please open the box, and remove the packing slip. If for some reason there is no packing slip enclosed, you will need to complete a generic packing slip listing all items received. The generic packing slip form can be located on the RCCDC website.
 - Compare the packing slip(s) to either your PO or order summary. If you have not received your purchase order or a copy of the order summary, please e-mail the person responsible for placing the order and ask them to forward one to you.
 - If the shipment received was not complete, make notes on your copy (order summary or PO) as to what was backordered and keep the copy in your files to complete when the backorders are received.
 - The original packing slip/generic packing slips, along with the purchase order and copy of the order summary are to be recorded on the A/P transmittal form and sent to Sherrell's attention on a weekly basis. When printing out the order summary, make sure to click "View Approval History" and then print the full order summary. The order summary must display the approval history. When the back order of item(s) is received, you will forward the copy you were holding in your files, along with the PO and order summary to me on your next A/P transmittal.

Copy Machines:

- All requests for services to a copy machine are submitted using the Copy Machine Service Request Form.
- Please complete in full, scan and email to Danyelle for processing. Approval for repairs beyond servicing must be approved by the Executive Director.

Special Diets/Diapers/Needs:

- Any special diet foods and/or special diapers needs will be purchased by center staff from a local vendor (Walmart, Sams, Winn Dixie, etc.) once a PO has been generated. Normal requisition procedures must be followed.

Vendors:

- Only vendors on the approved vendor list will be used.
- To add new vendors to the list please send the vendor name and short summary of why the vendor is needed to the Director of Business Operations.
- Dollar Tree is no longer an approved vendor.
- Walmart.com will not be a vendor. In-store purchases can be made by a center staff member with a Walmart card and completed Purchase Order.

Custom Projects:

- Print jobs and customized orders must be quoted and proofed by the person completing the

- requisition, please include the quote number on the requisition.
- Once the PO is issued it is the responsibility of the budget owner to turn in a completed packet for payment to Sherrell. A complete packet for payment includes PO, Requisition, Invoice/Packing Slip.

Technology:

- All requests for computers, tablets, monitors, etc are to be submitted to the IT Manager and/or Director of Facilities and Transportation by submitting a completed requisition.
- All technology purchases will be delivered to the IT Department for inventory and tracking.

ACCOUNTS PAYABLE

Transmittals:

- Payments are made once accounting receives all documents.
- For Centers - Accounts Payable Transmittal Packets are sent to the business operations department on a weekly basis.
- When you are submitting paperwork on your transmittals, please remember the invoice and/or requisition first, PO second and packing slip in third.
- Economical – please attach one signed transport note to the PO. The other transport note remains at your center as proof of delivery and to check on any backorders.
- Copy Machine servicing - The center is responsible for turning in the paperwork via transmittal, which should consist of the purchase order, service request and a repair ticket from the service technician.
- Also, please do not staple your paperwork to the transmittal. Either paper clip or binder clip would be appreciated.

Shipments:

- When a shipment is received, open box(es) and remove the packing slip(s). If for some reason there is no packing slip enclosed with your shipment, complete a Generic Packing Slip.
- Compare the packing slip(s) to either your requisition or copy of your purchase order.
- If the shipment received was not completed, make notes on your copy as to what was backordered and retain in your files to complete when the backorders are received.
- The original packing slips/generic packing slips are to be recorded on the A/P Transmittal Sheets and sent to the business operations department on a weekly basis. When the back order of items is completed, you will forward the copy you were holding in your files to the accounting department on your weekly A/P transmittal.

Missing Merchandise:

- If you receive any damaged products or an item is missing, please notify the company. Notify the purchasing agent if the problem is not resolved.

Mileage Reimbursement:

- Mileage is submitted on a RCCDC Travel Reimbursement Form and reimbursed based on guidance in the Employee Handbook
- All approved forms must be submitted by the supervisor to Sherrell no later than the end of day on the 5th of month following the month the mileage was accrued.
- Supervisor, please ensure that mileage reimbursement requests are accurate prior to signing and submitting the form.

P-Fleet:

- P-Fleet is our new vendor for fuel for all of our maintenance and transportation vehicles.
- All drivers need to see the Director of Facilities & Transportation annually to receive their card and instructions.
- P-Fleet cards are assigned to each driver/vehicle. The card goes **wherever** the vehicle goes. When a vehicle is not in use the P-Fleet card should be kept in a locked location at the center and not in the

possession of your driver.

- Please instruct your driver if their P-Fleet card is rejected at the pump, have them call P-Fleet at the 1-800 number on the back of their card directly. Usually, the service center can override the transaction and they can fuel their bus.
- Whenever possible, drivers should not fill up with gas the day prior to Thanksgiving, Christmas or Spring Break holiday to avoid billing during the times the office is closed.

MAINTENANCE

Charge Accounts

- Each maintenance tech is issued 10 purchase orders at a time by Sherrell to purchase materials for maintenance and repairs for purchases up to \$499.99 at approved vendors including Home Depot and Lowes.

| | | |
|-----------------------------|-------------------|----------------------------|
| Ace Hardware in Franklinton | Certified Alarm | Marty's Lock |
| Alack | Colburn Supply | Nu Lite Supply |
| Baker Supply | Home Depot | O'Reilly Auto Parts |
| Barber hardware in Bogalusa | Hometown Hardware | Professional Heating & Air |
| Bogalusa Lumber in Bogalusa | Kent Mitchell | Robert Tire |
| C.A.R.S. Automotive | Lowe's | Stine Hardware in Walker |
| | | WTSO |

- Purchases are made by giving approved stores a PO number. This PO is then filled out to specify the center where the materials are needed, the material and tools required to complete the task.
- All used POs and receipts are turned into the Director of Facilities, Transportation and IT at the end of day or next business morning.
- Any amount exceeding \$499.99 must be approved by the Director of Facilities, Transportation and IT prior to the purchase being made.
- All tool purchases must be accompanied by a requisition and a truck inventory sheet.
- Director of Facilities, Transportation, IT will reconcile open charge, Home Depot and Lowes statements each month and submit to Sherrell for payment.

INKIND

- Inkind packets are due to Keshia by the 10th of each month.
- Each CMA (or CM/Site Manager with no CMA) will have an opportunity to earn the Inkind Award
 - Twice a year: June – November present in December and December – May present in June/July
 - To qualify:
 - turn in packets on time
 - attend training
 - less than 5 errors per packet
 - June-Nov must be at 20%+ of goal
 - Dec-May must be at 85%+ of goal
 - Award:
 - 1 day of wellness for and \$25 gift card CMA (or CM/Site Manager if no CMA, whoever is responsible for doing inkind paperwork)
 - Treat party of choice for all staff (ie ice cream, popcorn, donuts, etc) up to \$10 per person.

FUNDRAISING

- All centers are allowed to hold 4 fundraisers in each program year. You do not have to participate in each one, but this is the maximum as to not overwhelm parents.
 - a. Quarter 1: July-September, back to school fundraiser.
 - b. Quarter 2: October-December, fall fundraiser.
 - c. Quarter 3: January-March, spring fundraiser.

- d. Quarter 4: April-May, end of year fundraiser.
- Fundraisers at RCCDC are parent initiated and led.
- Center Managers must submit a completed *Fundraising Activity Form* to the assigned Budget Owner for approval. Budget Owner must submit any approved Fundraising Activity Form to Crysta.
- All funds raised through the fundraiser must be deposited daily. There should be no money in the centers overnight.
- Once funds are deposited, email completed *Non-Federal Deposit Slip* to Crysta.
- Upon completion of the fundraiser, the *Fundraising Activity Outcome Report* must be submitted to Crysta.

Contact Us:

- If there are questions or concerns after reading the above guidelines, please contact the following Business Operations staff via email:
 - Payables - Sherrell Washington, Business Operations Assistant at swashington@rccdc.org
 - Inkind - Akeshia Robson, Business Operations Assistant at arobson@rccdc.org
 - Purchasing - Felicia Walker, Business Operations Manager at fwalker@rccdc.org
 - All - Crysta Abelseth, Business Operations Supervisor at cabelseth@rccdc.org
 - All - Sandra Flad, Director of Business Operations at sflad@rccdc.org
- To help us ensure Excellence, please send all questions and concerns via email initially so that we can address them effectively and efficiently.

| <u>PURCHASING APPROVED VENDOR LIST</u> | |
|---|----------------------------|
| ACME REFRIGERATION | NEXADENTAL |
| ALACK | NOODLE SOUP |
| BECKERS | OFFICE DEPOT |
| BROOKES PUBLISHING | OREILLY'S |
| BRUCELLI'S | ORIENTAL TRADING |
| CACFP | PLAK SMACKERS |
| COMMUNITY PLAYTHINGS | PLAY WITH A PURPOSE |
| CONSCIOUS DISCIPLINE | POSITIVE PROMOTIONS |
| CURRICULUM ASSOCIATES | PRO-ED |
| DAVIS PRODUCTS | SCHOOL HEALTH |
| DISCOUNT SCHOOL SUPPLY | SCHOOL NURSE |
| ECONOMICAL | SOUTHEAST BUSINESS |
| ENVIRONMENT AND CONSTRUCTIVE PLAYTHINGS (US TOYS) | SOUTHEASTERN EQUIPMENT |
| HI-TOUCH | SPEEDWAY PRINTING |
| HOME DEPOT | TURENNE |
| ID WHOLESALER | ULINE |
| KAPLAN | WALMART / SAM'S (IN-STORE) |
| K-TEAM | WEBSTAIRANT |
| LAKESHORE | WINN DIXIE |
| LOUISIANA OFFICE PRODUCTS | |
| LOWES | |

AMAZON ONLY BE USED TO PURCHASE SPECIALTY FOOD, SELECT DOCTOR REQUESTED DIAPERS and TECHNOLOGY ITEMS.

Funding Sources and Budget Categories

FUNDING SOURCE

Can select multiple within the same type of funds (ie 101 and 102 or 106 and 107 but not 101 and 106)

| | | FEDERAL FUNDS | | | NON FEDERAL FUNDS | | |
|----|-----------------------|------------------|------------------------|------------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| | | 101 - HEAD START | 102 - EARLY HEAD START | 103 - USDA-CHILD CARE FOOD PROGRAM | 106 - NON FEDERAL CASH-FUNDRAISERS | 107 - NON-FEDERAL CASH-UNITED WAY | 201 - NON-FED-OTHER CONTRIBUTIONS |
| 01 | COVINGTON HS | X | | X | X | X | X |
| 02 | PEARL RIVER HS | X | | X | X | X | X |
| 03 | FRANKLINTON HS | X | | X | X | X | X |
| 04 | BOGALUSA HS | X | | X | X | X | X |
| 05 | ST. HELENA HS | X | | X | X | X | X |
| 06 | HAMMOND HS | X | | X | X | X | X |
| 07 | NORTH TANGI HS | X | | X | X | X | X |
| 08 | LIVINGSTON HS | X | | X | X | X | X |
| 09 | CENTRAL TANGI HS | X | | X | X | X | X |
| 10 | LACOMBE/MANDEVILLE HS | X | | X | X | X | X |
| 11 | GRANTEE ADMIN OFFICE | X | X | | X | X | X |
| 12 | SPRINGFIELD HS | X | | X | X | X | X |
| 13 | COVINGTON EHS | | X | X | X | X | X |
| 14 | SLU HS | X | | X | X | X | X |
| 16 | SLU EHS | | X | X | X | X | X |
| 17 | ROBERT HS | X | | X | X | X | X |
| 18 | ST. HELENA EHS | | X | X | X | X | X |
| 19 | FRANKLINTON EHS | | X | X | X | X | X |
| 21 | SHIRLEY CROSS HS | X | | X | X | X | X |
| 22 | SPRINGFIELD EHS | | X | X | X | X | X |
| 28 | OW DILLON HS | X | | X | X | X | X |
| 29 | SHIRLEY CROSS EHS | | X | X | X | X | X |
| 31 | SLIDELL EHS | | X | X | X | X | X |
| 32 | ROBERT EHS | | X | X | X | X | X |
| 33 | BOGALUSA EHS | | X | X | X | X | X |
| 34 | CENTRAL TANGI EHS | | X | X | X | X | X |
| 35 | NORTH TANGI EHS | | X | X | X | X | X |
| 37 | HAMMOND EHS | | X | X | X | X | X |

| Budget Category | Budget Owner | | GL Code | Account Title |
|-----------------|---|---------------------|---------|--|
| BEHAVIOR HEALTH | Content Area Supervisor | Jennifer Waguespack | 5345 | Supplies- Behavior Health |
| | | | 5405 | Other Child Serv- Mental Health- Child |
| | | | 5406 | Other Child Serv- Mental Health- Par Train |
| | | | 5410 | Other Child Serv- Speech Therapy |
| | | | 5415 | Other Child Serv- Developmental Screenings |
| EDUCATION | Supervisor of Instruction & Learning | Fred Taylor | 5330 | Supplies- Classroom |
| | | | 5332 | Supplies- Outdoor Learning |
| | | | 5420 | Other Child Serv-Transition Activities |
| EQUIPMENT | Executive Director | Dr Josalyn Robinson | 5245 | One Time -One Time Purchases |
| | | | 5310 | Furn & Equip - Over \$5K |
| HEALTH | Health Manager | Cora Whitaker | 5335 | Supplies- Medical/Dental |
| | | | 5400 | Other Child Serv- Medical/Dental - Child |
| | | | 5336 | Supplies-Diapers |
| NUTRITION | Nutrition Manager | Karen Ray | 5300 | Nutr. & Food- Children |
| | | | 5301 | Nutr.& Food- Adults |
| | | | 5340 | Supplies- Non Food Kitchen |
| OCCUPANCY | Director of Facilities, Transportation and IT | Reggie Knox | 5210 | Occupancy- Communication Service |
| | | | 5221 | Occupancy-Technology Repairs/Installation |
| | | | 5240 | Occupancy- Renovation |
| | | | 5241 | Occupancy- Facility Maint |
| | | | 5246 | Occupancy- HVAC |
| | | | 5247 | Occupancy - Lawn Maintenance |
| | | | 5250 | Occupancy- Other- Alarm |
| | | | 5253 | Occupancy- Other- Utilities |
| | | | 5255 | Occupancy- Other- Garbage |
| | | | 5256 | Occupancy- Other- Pest Control |
| | | | 5324 | Supplies- Technology |
| 5325 | Supplies- Cleaning | | | |
| OFFICE SUPPLIES | Executive Director | Dr Josalyn Robinson | 5320 | Supplies- Office |
| OTHER | Director of Business Operations | Sandra Flad | 5595 | Other- Fundraising Expense |
| | | | 5230 | Occupancy- Building Insurance |
| | | | 5231 | Occupancy- Student Accident |
| | | | 5232 | Occupancy-Flood Insurance |
| | | | 5233 | Occup-Stud-Sexual Abuse |
| | | | 5296 | Staff Travel- Other Vehicle Insurance |
| | | | 5500 | Other- Audit |
| | | | 5505 | Other-Ins-Crime/Fiduciary Bond |
| | | | 5506 | Other-Ins-Business Liability |
| | | | 5507 | Other-Ins-Cyber Liability |
| | | | 5510 | Other- Payroll Fees |
| 5540 | Other-Ins-Director & Officer Liability Ins. | | | |

| | | | | |
|-------------------|---|---------------------|------|--|
| OTHER | Executive Director | Dr Josalyn Robinson | 5440 | Other Par. Serv.- Policy Council |
| | | | 5515 | Other- Printing & PR |
| | | | 5541 | Other- BOD- Activities |
| | | | 5548 | Other - School Board Partnerships |
| | | | 5551 | Other- Consultant |
| | | | 5552 | Other - Software Fees |
| | | | 5555 | Other - Mbrship/Subscription Fees |
| | | | 5560 | Other-Attorney & Legal Fees |
| OTHER | Executive Operations Manager | Dametra Varnado | 5550 | Other- Licensing |
| PARENT ACTIVITIES | Content Area Supervisor | Becky Oliphant | 5430 | Other Par. Serv.- Parent Act- Center |
| | | | 5450 | Other Par. Serv.- Parent Travel- Local |
| | | | 5451 | Other Par. Serv.- Parent Travel- Out of Town |
| | | | 5455 | Other Par. Serv.- Social Serv- Counseling |
| | | | 5456 | Other Par. Serv.- Social Serv- Emergency Needs |
| TRANSPORTATION | Director of Facilities, Transportation and IT | Reggie Knox | 5266 | Child Travel- Repairs & Maintenance |
| | | | 5280 | Child Travel- Fuel & Supplies |
| | | | 5285 | Child Travel- Field Trips |
| | | | 5295 | Staff Travel- Fuel & Supplies |
| OTHER | Business Operations Supervisor | Dora Trosclair | 5545 | Other- Hiring Costs |
| OTHER | Business Operations Supervisor | Dora Trosclair | 5715 | T&TA - Preservice & Admin Retreat |
| | | | 5720 | T&TA - Inservice |
| | | | 5730 | T&TA - Wellness |
| | | | 5735 | T&TA - Coursework |
| | | | 5750 | T&TA - Travel (Airfare/Hotel/Shuttle) |
| | | | 5755 | T&TA - Registrations, Training |
| | | | 5760 | T&TA - Per Diems |

Director of Center Operations

Dr Dawn Williams

For any category above being paid with United Way Funds. (if using fundraising or other contributions funds please send to budget owner listed above)



Hi-Touch Ordering Guidelines

Ordering:

- One account per center will be created using the center's email address
- CMA puts the items in the shopping cart and Center Manager will review the items and complete submission

To Establish/Change Account Information:

- Send an email to: customerservice@hitouchbusinessservices.com with the following information:

I am requesting a change in the _____ Head Start location contact email address. I would like to update the email address to _____@rccdc.org to receive emails, updates, and confirmations. The account will need to be mirrored and have the same approval process as the previous supervisor. For example, the order will need to be submitted and approved by the Executive Director and the Business Operations Manager (Felicia) before processing.

The following will be needed.

Email: _____
Budget Center: _____
Center Location: _____
Phone Number: _____
Contact Name: _____

Once all information has been transferred to your email, you will receive a welcome email from HI-touch to complete set-up.

- Please inform Felicia and Dametra of any changes to account information.