CHRISTIAN COUNTY
PUBLIC SCHOOLS
A Community Committed to Phenomenal Schools

<u>Our Mission:</u> The mission of CCPS is to ensure meaningful learning experiences that empower ALL students IN reaching their fullest potential in a changing world. We will provide the tools for preschool to post-graduation success by uniting all shareholders to support diverse academic and social-emotional needs.

Adopted: July 1, 2015
Amended: July 16, 2026

Purchasing Manual

Kentucky Model Procurement Code

Kentucky law provides two basic methods of procurement for local school districts. These methods are Model Procurement (KRS 45A) and the Bid Law (KRS 424.260). The Bid Law Requires less record keeping but very little flexibility. Model Procurement requires more written documentation but provides more purchasing options. The KDE Division of Finance recommends Model Procurement for school districts. Christian County Public schools operates under the Model Procurement Code.

The superintendent is hereby designated as the chief purchasing officer for Christian County Public Schools. The superintendent delegates the finance officer to act as purchasing officer with authority to oversee purchasing and to make written determinations and findings with respect thereto.

All contracts shall be entered into, not by individuals, but rather by the Board at a regularly scheduled or special meeting.

Staff with purchasing authority are encouraged to acquire goods, services, or construction through local bids, cooperative bids, or state price contract. This is the most efficient method of procurement. Purchases shall not be fragmented or artificially divided to avoid use of appropriate procurement methods.

WAYS TO PURCHASE – see Flow Chart (Appendix F)

Competitive Sealed Bidding:

Any group of like items that total more than $50,000 district wide in one fiscal year must be bid either through one of our Board approved cooperatives, locally approved bid, or state price contract.

LINKS:

State Price Contract (http://finance.ky.gov/services/eprocurement/pages/contracting info.aspx)
Kentucky Purchasing Cooperative (purchasepros.net)
AEPA Contracts (www.aepacoop.org)
HPS, LLC (https://hpsgpo.com/vendors/list-of-current-vendors)
OMNIA Partners (www.omniapartners.com)
TIPS Vendors (https://www.tips-usa.com/index.cfm)
Sourcewell Vendors (https://www.sourcewell-mn.gov/contract-search)
BuyBoard Vendors (https://www.buyboard.com/home.aspx)
District Local Vendors/Bids **(see Appendix D)**

Competitive Negotiation:

The District may purchase supplies and/or equipment outside an established price contract of the federal government (GSA), the State Division of Purchases, a cooperative agency bid approved by the Board, or a District bid if:

1. The supplies and/or equipment meet the specifications of contracts awarded by the Division of Purchases, a federal agency (GSA), a cooperative agency, or a District bid; **and**
2. The supplies and/or equipment are available at a lower price; **and**
3. The purchase does not exceed $2,500; **and**
4. The District's finance or purchasing officer has certified compliance with first and second requirements. Purchase Certification (Quote Form) required to be attached to purchase order. **(Appendix C)**.

Non-Competitive Negotiation:

District is authorized to acquire goods, services, or construction through non-competitive negotiation under the following circumstances, providing a written determination is made that competitive bidding is not feasible. If available, quotes from three (3) suppliers shall be secured if for purchases exceeding $1,000. At least one (1) of the following conditions shall be met:

1. An emergency has been determined.
    a. Emergency is defined as a situation that creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots and equipment failures. The existence of such a condition creates an immediate and serious need to supplies, service, or construction that cannot be met through normal procurement procedures and the lack of which would seriously threaten (a) the functioning of the District; (b) the preservation or protection of property; (c) the health or safety of any person.
2. The product or service to be procured is available from a single source.
3. A necessity is temporarily unavailable from the contracted supplier.
4. Contracts for services.
    a. Examples: attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist, technicians such as plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician; printers for special projects.
5. The contract is for the purchase of perishable items purchased with funds other than school nutrition service funds on a weekly or more frequent basis.
6. The contract or purchase is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible.
7. The contract is for proprietary items for resale.
8. Items for resale include printed documents; stocks and inventories for school bookstores; candies; soft drinks; and all other items that are sold to students and to the general public. Supplies that must be processed prior to resale such as food purchases for the lunchroom are not included as items for resale.
9. The contract or purchase relates to an enterprise in which the buying or selling by students is a part of the educational experience.
10. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the service area of the agency.
11. The contract or purchase is for purchase of supplies that are sold at public auction or by receiving sealed bids.
12. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment insurance.
13. The contract or purchase is for a sale of supplies at reduced prices that will afford a purchase at savings to the school district.
14. The contract or purchase is from a state, U.S. Government, or other public agency.
15. The contract or purchase is from a state, U.S. Government, or other public agency price contract.
16. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or the lowest evaluated bid price.
17. Sealed bidding is inappropriate because the available sources of supply are limited.
18. The bid prices received through sealing bidding are unresponsive or unreasonable.

Small Purchases:

The Superintendent shall identify and the Board shall approve the staff member(s) authorized to approve small purchases related to their individual and specific areas of responsibility. Small purchase amount is set at $250 or less.

WHO CAN PURCHASE

All products or services which have been advertised for competitive sealed bids shall be evaluated by the Superintendent or his/her designee. A recommendation concerning the award of the contract to the lowest bidder or lowest evaluated bidder shall be submitted to the Board at its next regular or special meeting.

All products or services to be purchased through non-competitive negotiations costing $2,500 or more shall be approved by Superintendent and/or Superintendent Designee, upon completion of a Purchase Certification Form (**Appendix C-2**) and written documentation substantiating the product or service.

The Superintendent will identify to the Board the staff member(s) authorized to approve the issuance of purchase orders for procurement of goods and services which are bid. Currently, the following staff members are authorized to approve Purchase Orders related to their specific area of responsibility:

Chris Bentzel, Superintendent
Kevin Crider, Asst. Sup't
Dr. Jason Wilson, Asst. Sup't
Jessica Darnell, Finance
Dr. Melanie Barrett, Pupil Personnel
Michael Brumley, Transportation
Aaron Harrell, Federal Programs
Trevor Herndon, Facilities
Leslie Lancaster, Personnel
Megan Kidd, Health Services
Corey Batey, Special Education
Johnna Brown, Communications
Zachary Hibbs, District Assessment
Rosa Robinson, Food Service
Dr. Kadi Ralston, Dir of Academies
Sara Johnson, Dir Elem Instr
Lori Dexter, Dir Instr Leadership
Rebecca Martin, Technology
Dr. Kim Stevenson, Student Support
Kelly Gates, WIOA
Clayton Sumner, Dir School Safety

PRINCIPALS:
Chris Guier
Monique Lewis
Matthew Francies
Tyler Stallons
Jason Russell
Tammy Ferrell
Tiffany Gray
Renikka Owen
Stephanie Blanton
Ken Carver
Megan Kem
Jonathan King
Kristen Lindsey
Cindy Campbell
Lacey Ramirez
Arnelle Wesley
Joe Riley
Carrie Caples
Michelle Lindsey

Assistant Principals:
Alyssa Hollimon
Megan Hickman
Jonathan Grabara
Anita Armstrong
Allison Faulkner
Paige Milam
Olivia Clark
Jennifer Meacham
Kendra Haley
Emily Chandler
Anna Goode
Julia Stewart
Heather Armentrout
Matthew Boehman
Alissa Riley
Trey Wheeler
Lacey Francies
Jennifer Jatczak
Shanan Fowler
Robert Burnham
Toby Miles
Mari Owens
Sandra Hancock
Christina Russell
Chris Gilkey
Ivan Brown

The Superintendent will identify to the Board the staff member(s) authorized to approve purchases related to their individual and specific areas of responsibility. Current staff authorized, same as above list.

HOW TO PURCHASE

Board Purchase Order is a four-part carbon form: white copy to vendor, green copy Finance/Bookkeeper approval, yellow copy to Finance for payment, and pink copy to initiator of PO. ***(See Appendix A: Purchase Order)*** Purchase Order shall be completed and sent to the Superintendent/designee for approval. ***(See Appendix B: PO Approval Pathways)***

If your purchasing method is outside of the regular purchasing methods (i.e., not a local bid, cooperative bid or state price contract), the reason must be documented to provide support for purchasing outside regular methods. ***(See Appendix C and C-2: Purchase Certification Form)***

If approved, the Purchase Order must go through one of the PO Approval Pathways and then is returned to the initiator of the PO for the order to be placed. All invoices shall be mailed to the Board of Education, PO Box 609, Hopkinsville, KY 42241. DO NOT mail invoices to the school address.

REMINDER: the invoice date CANNOT be prior to the purchase order date

When an order arrives, the person who placed the order checks the items received and signs and dates the yellow copy of the purchase order. A notation is made on the receiving report as to the condition of the items received and any shortage in the shipment. The receiving report and yellow copy of the purchase order is then returned to the District finance officer for payment.

BOARD CREDIT CARD

Credit cards shall be issued in the name of the District and used by employees to purchase food, lodging, transportation, and other items incurred in the course of the District/school business as approved by the Superintendent/designee. Personal items, spouse/family expenses, etc., are not to be charged to the District credit card even if later reimbursed to the District.

All individuals using the District credit card shall complete a Purchase Order and obtain necessary approvals authorizing the purchase and use of District credit card. The Purchase Order shall follow the same approval pathway as any other Purchase Order. Once the Purchase Order is approved, the initiator of the PO shall contact the Finance Department to secure a credit card***. It is recommended that at least three (3) days' notice be given to the Finance Department to schedule use of the credit card.***

Finance Department will document on Check In/Check Out Form the following information: card number, date checked out, name of person checking out card, PO number, purpose/description, date to be returned to Finance, and actual date returned to Finance. No credit cards shall be checked out without an approved Purchase Order.

Once the purchase is complete, initiator of Purchase Order will return to Finance Department the credit card, the yellow copy of PO, and actual receipts from credit card usage.

Employees shall report immediately any District credit card that is lost. Personal purchases on District credit cards are prohibited. Unauthorized charges made by employees to District credit cards may result in disciplinary action.

FIXED ASSETS INVENTORY

I. Who is responsible?

a. Management personnel, i.e. school principals, and department managers are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. Accountability includes inventory, control and maintenance of all equipment in their immediate area of responsibility.
b. Responsibility lies with every individual utilizing district assets/equipment for the performance of their duties.
c. All personnel are responsible to adhere to the following procedures in the procurement, movement, and disposition of all district assets/equipment.

II. What is a Fixed Asset?

a. Definition: A fixed asset is defined as real property costing $1,000 or more and has a useful life of more than one year. This includes all workstations and any theft sensitive items that may be identified by the Christian County Board of Education, i.e., iPads, Chromebooks, etc. This property is governed by audit requirements associated with control, accounting, and disposal.

III. Acquisition of Fixed Assets

a. All fixed assets will be purchased using the Purchase Order system of the Christian County Board of Education. All assets purchased will be shipped to:

   Christian County Central Receiving
   705 North Elm Street
   Hopkinsville, KY 42240

b. This includes items purchased with school activity funds, PTO funds, and/or Booster Club funds. Regardless of funding source, all assets must be delivered to Central Receiving for inspection, asset tagging, and placed on inventory list.
c. Donated Asset:
   i. If a donated asset is received by a school/department, the school principal or department manager will report the asset in writing to the Finance Office via the Donation Acknowledgement Form ***(See Appendix E)***. The form shall include the following information: description, make, model, serial number, and estimated cost. If necessary, a fixed asset tag will be delivered to the school/department and affixed to the item.

IV. Receiving Fixed Assets

a. A copy of all fixed asset purchases will be forwarded to Central Receiving. When a fixed asset arrives at Central Receiving:
   i. Packing slip will be matched to a copy of the appropriate purchase order
   ii. Asset(s) will be opened and verified for quantity and condition
   iii. If the assets are technology related, the Technology Department will deliver those items to your building. All other assets will be delivered to your building by the Maintenance Department. Once delivery has been made, your purchase order will need to be signed, dated, and forwarded to the Finance Department for payment processing.

V. Adjustment of Fixed Assets

a. Fixed Asset Transfer Form – to be completed to authorize the transfer of fixed assets between locations

i. Examples:
    1. Transfer of equipment from school to Central Receiving for sale/disposal
    2. Transfer of equipment from one site to another. This also includes Technology Department taking your asset back to the Central Office for repairs/upgrades.

b. Disposal
    i. All property will be returned/picked up by district warehouse personnel ONLY for proper disposal. Fixed Assets will be disposed of in one of the following ways:
        1. Conduct of public sale
        2. Donate to another appropriate agency
        3. Return to grant agency
        4. Junk

VI. Technology Equipment

a. Movement, repair, and disposal of technology equipment shall be coordinate by Technology Department personnel only. The Technology Department will be responsible for completing the form and sending to the Fixed Asset Coordinator.

VII. Repairs

a. Return of property to vendors for exchange, repair, or credit will be accomplished using the Fixed Asset Return Authorization Form. The receipt will provide visibility of equipment in the hands of a repair shop. All returned property must be reported to the Fixed Asset Coordinator.

VIII. Inventory Procedures

a. A physical inventory of assets will be performed on an annual basis so that all District assets are physically examined each year. Results of these inventories will be reconciled, coordinate, and reported as required by the Finance Department to the Superintendent, Board members, and auditors.
b. A missing asset list will be distributed to the building administrator. Each responsible individual (i.e., school principal, department manager, and teachers) will have one week to complete their inventory validation of missing assets. Upon completion of the validation of missing assets, the responsible individual will annotate changes, sign, date and return a copy of their missing inventory list to the Fixed Asset Coordinator. No adjustments to fixed asset records will be accomplished without supporting documentation.
c. Each responsible individual may conduct their actual reconciliation as they deem appropriate with their personnel. Any questions and/or assistant required should be directed to the Fixed Asset Coordinator and/or Finance Officer.

IX. Points of Contact

a. Fixed Asset Coordinator – Jodi Bearns, ext 77019
b. Finance Officer – Jessica Darnell, ext 77006

Appendix A: Purchase Order

(Example)

CHRISTIAN COUNTY BOARD OF EDUCATION
P.O. BOX 609 200 GLASS AVENUE
HOPKINSVILLE, KENTUCKY 42241-0609
PHONE (270) 887-7000 FAX (270) 887-1316

KENTUCKY STATE SALES AND USE TAX NO. B-567

PURCHASE ORDER 203327

CHECK NUMBER _____

VENDOR NUMBER _____

INVOICE NUMBER _____

AMOUNT PAID $ _____

DATE PAID _____

CODE NUMBER _____

ACCT. CLERK _____

VENDOR:

_____

_____

_____

_____

DEDUCT FROM _____

KY PCT# _____ OTHER CT# _____

SPECIAL AUTHORITY/EXCEPTION _____

BID _____ FIXED ASSET _____

COMMODITY CODES _____

DELIVER TO:

_____

_____

_____

_____

FOR:

NO BACK ORDERS – DO NOT EXCEED LISTED PRICE

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	TOTAL		

REQUESTED BY: _____ DATE: _____ PROGRAM SUPERVISOR: _____ DATE: _____

PRINCIPAL: _____ DATE: _____ PROGRAM SUPERVISOR: _____ DATE: _____

ACKNOWLEDGEMENT OF RECEIPT

UPON COMPLETION OF ORDER, YELLOW COPY MUST BE SIGNED AND RETURNED TO CENTRAL OFFICE FOR PAYMENT TO BE RENDERED.

SIGNED: _____ DATE: _____

Appendix B: PO Approval Pathways

Purchase Order Approval Pathways

Federal Programs (Title I, Title II, Title III, Title IV, Title V, Migrant, Perkins, KYCL):

1. Teacher/Principal initiates PO
2. Sends to Crystal Szczapinski
3. Aaron Harrell signs; Jessica Darnell signs
4. If over $500, Chris Bentzel signs
5. Brandi Williams encumbers in Munis
6. Back to School/Initiator of PO

Special Education:

1. Teacher/Principal/Staff initiates PO
2. Sends to Cindy Hardison
3. Corey Batey signs, Jessica Darnell signs
4. If over $500, Chris Bentzel signs
5. Brandi Williams encumbers in Munis
6. Back to Initiator of PO

Other Grants (ESS, KECSAC, WIOA, Safe Schools, CTE Supplemental):

1. Staff initiates PO
2. Principal signs
3. Kadi Ralston signs ESS; Jason Wilson signs Safe Schools; Kim Stevenson signs KECSAC; Jessica Darnell signs WIOA and CTE Supplemental: if over $500, Chris Bentzel signs
4. **Finance** encumbers in Munis
5. Back to Initiator of PO

SBDM / District Activity Funds / School Activity Funds:

1. Staff initiates PO
2. Principal signs
3. Bookkeeper at school enters into MUNIS
4. Back to Initiator of PO
5. Send yellow copy for payment to Finance (Summer Hamby)

Daycare Funds:

1. Daycare Staff initiates PO
2. Principal signs
3. Melanie Barrett signs
4. Melissa Marshall encumbers in Munis
5. Back to Initiator of PO

FRYSC:

1. FRYSC Coordinator initiates PO
2. Principal signs
3. Nicole Poindexter signs
4. Priscilla Kirby encumbers in Munis
5. Back to initiator of PO

Director Budgets:

1. Staff initiates PO
2. Director signs PO
3. If over $500, Superintendent signs for: Director of Pupil Personnel, Director of Personnel, Director of Finance, Director of Student Services, Director of School Safety and Security, and Director of Communications
4. If over $500, Assistant Superintendent signs:
    a. Kevin Crider signs for:
        i. Director of Special Ed
        ii. Director of Federal Programs
        iii. Instructional Division
        iv. Inspire Early Learning Academy
    b. Jason Wilson signs for:
        i. Director of Technology
        ii. Director of Transportation
        iii. Director of Food Service
        iv. Director of Facilities
        v. Director of Health Services
5. To be Encumbered in Munis send to:
    a. Cindy Kranz, Transportation
    b. Stacey Choate, Facilities
    c. Rosa Robinson, Food Service
    d. Priscilla Kirby: Technology, DPP, Personnel, Finance
    e. Brandi Williams: SPED, Federal Programs
    f. Melissa Marshall: Instruction, Inspire ELA, Communications, Alternative Services, Health Services
6. Back to initiator of PO

Assistant Superintendents:

1. Staff Secretary initiates PO
2. Assistant Superintendent signs
3. If over $5,000, Superintendent signs
4. Finance Department (Priscilla Kirby)
5. Back to initiator of PO

NOTE: If any PO is to purchase technology items, follow same appropriate funding pathway, but instead of PO going back to initiator, the PO will go to the Technology Department (Kerri Vanderkolk) for commodity code and ordering.

Appendix C: Purchase Certification Form

CHRISTIAN COUNTY BOARD OF EDUCATION

PURCHASE CERTIFICATION FORM (QUOTE FORM)

Provided this form is certified by the District finance officer prior to the purchase, District/school personnel may make purchases of **up to $2,500** outside established price contract agreements.

SCHOOL NAME:			
REQUESTED BY:			
DATE:			
ONE Vendor MUST be from an Approved Vendor (existing bid)	**VENDOR NAME**	**VENDOR NAME**	**VENDOR NAME**
ITEMS TO BE PURCHASED:	**QUOTE #1**	**QUOTE #2**	**QUOTE #3**
TOTALS	$ -	$ -	$ -

Appendix C-2: Purchase Certification Form

CHRISTIAN COUNTY BOARD OF EDUCATION
PURCHASE CERTIFICATION FORM (QUOTE FORM)

Provided this form is certified by the District finance officer prior to the purchase, District/school personnel may make purchases of **items totaling $2,501 - $39,999** outside established price contract agreements.

SCHOOL NAME:			
REQUESTED BY:			
DATE:			
TWO Vendors MUST be from an Approved Vendor (existing bid) AND written documentation of the quote must be attached to this form.	**VENDOR NAME**	**VENDOR NAME**	**VENDOR NAME**
ITEMS TO BE PURCHASED:	**QUOTE #1**	**QUOTE #2**	**QUOTE #3**
TOTALS	$ -	$ -	$ -

Appendix D: Local Approved Vendors

Category	Vendor Name	Bid Number
Office/Instructional Supplies:	Lakeshore Learning	
	Quill, LLC	
	A-Z Office Resources (Solly's)	
	Supply Solutions	
	KAPLAN Early Learning	
	Kerr Workplace Solutions	10100022 PV 05-2020
	School Specialty	
	Really Good Stuff	
	Discount School Supply	
Furniture/Fixtures & Equipment:	Quill, LLC	25-37836
	KAPLAN Early Learning	
	Lakeshore Learning	
	BSN Sports	25-68429
	School's In LLC	
	A-Z Office Resources (Solly's)	
	Supply Solutions	
	Kerr Workplace Solutions	10100022 PV 05-2020
	School Specialty	
	Really Good Stuff	
	Discount School Supply	
Trophies/Awards:	Staton's LLC, dba The Trophy House	
	Williams Advertising	
	Tandy Promotional Advertising	
	Classic Medallics, Inc.	
	Central Screen Printing, Inc.	
	Quill, LLC	25-37834
Printing/Binding:	Southern Printing	
	Williams Advertising	
Screen Print/Embroidered Shirts:	Williams Advertising	
	Tandy Promotional Advertising	
	Central Screen Printing	
	Uniform Warehouse, Inc.	
	Fantastics	
	G & S Embroidery	
Carpet & Installation:	DJ's Flooring	
Industrial Paint & Supplies:	GIPE Auto Color	
	Sherwin Williams	
Auto Repair Parts & Supplies:	Bumper to Bumper	
	Buy Rite Parts & Supply	
	Tri-State International Trucks	
	Advance Auto	
HVAC/Electrical/Plumbing Supplies:	Hannan Supply	
	East Coast Metal Distributors	
	Cayce Mill Supply	
Outdoor Signage/Window Wraps:	Trio Signs	
Paint:	Sherwin Williams	
Graduation Diplomas/Covers:	Josten's	
Copy Paper:	American Paper & Twine	
Paint Contractor:	She's The Boss Painting	

Appendix E:

Donation Acknowledgement Form

F-SA-18

SCHOOL ACTIVITY FUND
DONATION ACKNOWLEDGEMENT FORM

School:

RECEIPT #

School Address:

Fiscal Year Ending:

School Federal ID #

Date of gift:

Donor Name:

Donor Address:

street address

street address (continued)

city | state | zip code

Donor Phone Number:

Type of donation: (Circle one) Cash Check Amount: Other

Other gift description including purpose and restrictions on donation:

Was anything of value received in exchange for donation? Yes ☐ No ☐

If yes, description and dollar value:

Federal ID # (if applicable)

Person accepting donation

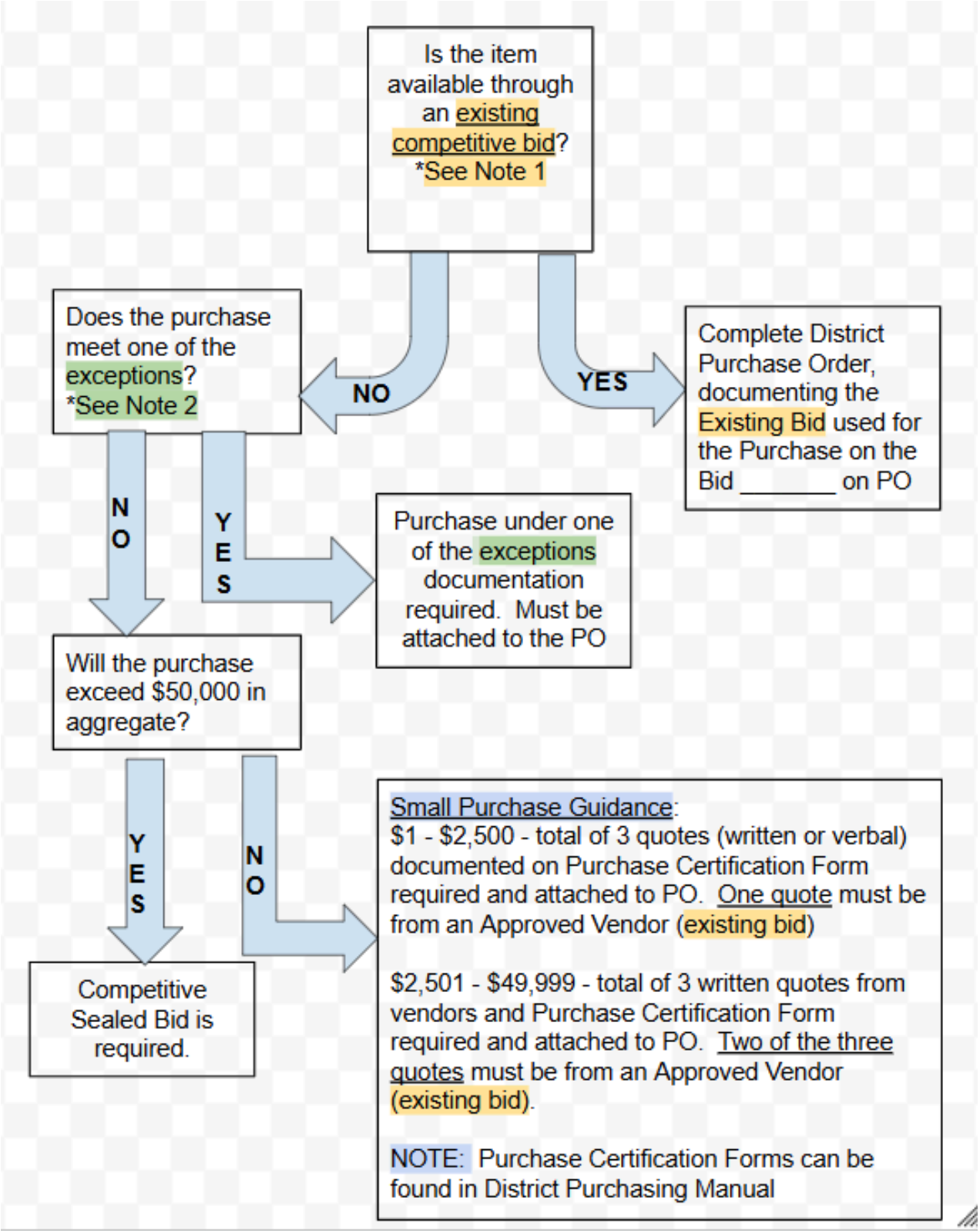
Principal

Date

Date

*Form shall be filled out for all donations valued at $250 or more

Appendix F:
Purchasing Flow Chart


Is the item available through an existing competitive bid? *See Note 1
NO
YES
Complete District Purchase Order, documenting the Existing Bid used for the Purchase on the Bid _____ on PO
Does the purchase meet one of the exceptions? *See Note 2
NO
YES
Purchase under one of the exceptions documentation required. Must be attached to the PO
Will the purchase exceed $50,000 in aggregate?
YES
NO
Competitive Sealed Bid is required.
Small Purchase Guidance:
$1 - $2,500 - total of 3 quotes (written or verbal) documented on Purchase Certification Form required and attached to PO. One quote must be from an Approved Vendor (existing bid)
$2,501 - $49,999 - total of 3 written quotes from vendors and Purchase Certification Form required and attached to PO. Two of the three quotes must be from an Approved Vendor (existing bid).
NOTE: Purchase Certification Forms can be found in District Purchasing Manual

Note 1 Existing Competitive Bids:

Local Vendor List
Purchase Pros (formerly KPC)
Omnia
Sourcewell
TIPS
HPS,LLC
BuyBoard
State Master Contracts

Links to all options can be found on CCPS website

Aggregate ?

- Like items (apples to apples)
- Purchased by entire school district - not just your school/location
- District Total Expenditure is greater than $50,000 in a fiscal year

Note 2 Exceptions:

- Emergency (rare)
- Single Source (must have letter from vendor)
- Professional Services (contract must be board approved, i.e., attorney, audit firm, architect, etc.)
- Travel/Conference Registration
- Travel/Entry Fees for student trips
- Special Events (include, but not limited to: DJ services, bouncers, petting zoo, catered food, assemblies for students, etc.)
- Lodging, Clothing, or Utility Assistance for families through the FRYSC program

TRAVEL REIMBURSEMENT

Types of Travel:

1. **In-District Travel**

   In-District travel is considered travel between official workstations within the school system ***(See Appendix B: In-District Mileage Chart)***. The Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee. Reimbursement shall be made at the rate approved by the Board when the employee uses a personal vehicle. The current Board approved rate is $0.45 per mile. Employees shall complete the In-District Travel Form ***(See Appendix A: In-District Travel Form)*** and have their principal/immediate supervisor sign to approve reimbursement. The form shall be submitted to the Finance Department for payment.

2. **Out-of-District Travel**

   Out-of-District travel is considered to be travel outside the school system.

   a. **STEP 1 – Get Approval**

   Employees shall obtain prior authorization to attend professional meetings as specified by council policy and District procedures. The requesting employee shall submit an application to attend the meeting***.*** The Leave Request shall be completed entirely and submitted to the principal/immediate supervisor and will be forwarded to the Superintendent/designee as needed. Approval of the Superintendent/designee shall be contingent on:

   - Whether the meeting meets the definition established by policy;
   - Skills required by the employee's job description or goals of his/her growth plan; and
   - Availability of funds and substitutes

   b. **STEP 2 – Purchase Orders (if needed)**

   For conferences with a registration fee and/or required overnight stay, Purchase Orders are required to be completed for those costs of the conference. See steps in "Purchasing Manual" section.

   c. **STEP 3 – Travel Voucher**

   Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. You will need to complete the Out-of-District Travel Voucher and submit it to the Finance Department. ***(See Appendix C: Out-of-District Travel Voucher)***

   The Board will be responsible only for actual expenses; except for meals which are reimbursed on a per diem basis.

   Allowable expenses are:

   1. Mileage: actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate approved by the Board when the employee uses a personal vehicle. Current reimbursement rate is $0.45 per mile.
   2. Gasoline: actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.
   3. Tolls and Fees: all tolls and parking fees incurred in school-related travel.
   4. Car Rental: car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.

5. Common Carriers: all charges or fares for necessary travel on common carriers (plane, bus, train, taxi, subway, ferry, etc.). Sightseeing and pleasure tours are not reimbursable.
6. Out-of-State Travel: reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.
7. Food: as established in administrative procedure, employees shall be eligible for a per diem reimbursement for meal expenses while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during specified time period.
8. Lodging: actual monies spent for lodging while on out-of-District trips, when an overnight stay is required. Allowable expenses shall be reasonable and necessary as determined by the Superintendent.
9. Emergency Repairs to Vehicles: reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.
10. Superintendent's Travel Expenses: prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

Appendix A: In-District Travel Form

CHRISTIAN COUNTY PUBLIC SCHOOLS
200 GLASS AVENUE
HOPKINSVILLE, KENTUCKY 42240

Check No.	
Vendor No.	
Invoice No.	
Account No.	
Amount Paid	
Date Paid	

NAME

IN-DISTRICT MILEAGE REIMBURSEMENT

MONTH(S) OF: ______________________ Submitted: __________, 20

DATE	FROM - TO	MILES
	TOTAL MILES	
	MILEAGE REIMBURSEMENT @ $0.45 / MILE	$

I HEREBY CERTIFY THAT ALL ITEMS OF EXPENSE INCLUDED IN THE ABOVE STATEMENT WERE INCURRED BY ME IN THE DISCHARGE OF OFFICIAL BUSINESS; THAT THEY ARE PROPER CHARGES AGAINST THE ACCOUNT LISTED THAT ANY PRIVATE AUTO ALLOWANCE CLAIMED COVERS USE OF THE AUTOMOBILE OWNED BY ME.

DATE	Signature	Principal Approval:
POSITION	Home Address	City / State / Zip

DATE	Supervisor Approval:	Approved for Payment - Finance Officer

Appendix B: In-District Mileage Chart

	Central Office	CCLC	CCHS	CCMS	Crofton	HHS	HMS	Indian Hills	MLK Early Learning	Millbrooke	Freedom	Pembroke	Sinking Fork	South Christian
Central Office		0.1		0.03	11.8	3.2	5.1	3.8	2.8	3.6	1.2	12.7	7.7	14.1
CCLC	0.1			0.04	12.2	3.7	5.7	3.8	2.6	3.3	1.2	12.7	7.5	12.7
CCHS	7.80	8.10		8.0	18.9	4.4	3.7	4.5	5.0	6.6	9.9	10.2	12.1	9.6
CCMS	0.03	0.04			12.2	3.8	5.1	3.6	2.6	3.4	1.6	12.7	7.8	12.8
Crofton	11.8	12.2		12.2		14.6	16.2	14.7	14.4	16.7	11.2	23.8	18.6	27.6
HHS	3.2	3.7		3.8	14.6		6.4	0.3	1.4	1.9	4.6	14.2	8.3	9.7
HMS	5.1	5.7		5.1	16.2	6.4		4.7	5.4	6.0	7.2	8.1	13.4	12.1
Indian Hills	3.8	3.8		3.6	14.7	0.3	4.7		1.2	1.7	4.5	14.4	8.1	9.9
MLK Early Learning	2.8	2.6		2.6	14.4	1.4	5.4	1.2		0.8	3.6	13.3	7.2	11.0
Millbrooke	3.6	3.3		3.4	16.7	1.9	6.0	1.7	0.8		4.3	16.3	6.8	11.8
Freedom	1.2	1.2		1.6	11.2	4.6	7.2	4.5	3.6	4.3		14.9	8.5	17.1
Pembroke	12.7	12.7		12.7	23.8	14.2	8.1	14.4	13.3	16.3	14.9		21.1	16.7
Sinking Fork	7.7	7.5		7.8	18.6	8.3	13.4	8.1	7.2	6.8	8.5	21.1		17.6
South Christian	14.1	12.7		12.8	27.6	9.7	12.1	9.9	11.0	11.8	17.1	16.7	17.6	
Stadium of Champions	5.1	5.1		5.1	19.5	2.1	4.4	2.2	3.3	4.2	9.5	12.0	9.7	8.0
Gateway Academy	0.1	0.1		0.1	11.5	3.4	4.5	3.6	3.0	3.8	1.3	12.4	4.5	12.4
Regional Day Treatm	4.9	4.9		4.6	15.7	2.2	2.5	2.3	3.0	3.6	6.8	10.4	10.4	10.5
Gateway-Breathitt	0.4	0.4		0.7	11.7	3.9	5.1	3.7	2.8	3.5	0.9	13.1	4.2	13.1
Cumberland Hall	13.3	13.2		13.2	23.1	10.1	8.6	10.2	10.6	12.2	15.1	8.1	17.7	10.0
WKEC	38.8	38.8		38.8	52.3	39.5	49.3	39.3	38.4	38.0	39.7	54.3	39.6	40.0
MSU - Hopkinsville	7.8	7.8		7.8	18.6	4.7	3.2	4.9	5.2	6.8	9.7	9.5	12.4	10.2
Bruce Conv. Center	7.8	7.8		6.1	18.6	4.6	3.3	4.8	5.8	6.7	9.7	10.9	13.3	9.3
Fort. Campbell	18.9	18.9		18.5	29.7	15.8	13.3	16.0	17.2	17.9	20.8	13.0	24.4	9.3
Silo Event Center	9.2	9.2		8.9	20.0	6.0	4.5	6.2	6.6	8.1	11.1	9.2	13.7	9.2
GRREC	78.7	78.6		78.5	90	79.8	75.9	79.9	79.8	80.7	81.1	74.6	85.8	87.9
CC Extension	5.8	5.7		5.8	16.9	6.5	2	5.6	6.3	7	7.8	7.2	11.6	13.4

Appendix C: Out-of-District Travel Form

Out of District Travel

Reimbursement Form

CHRISTIAN COUNTY BOARD OF EDUCATION

P.O. Box 609 200 Glass Avenue
Hopkinsville, Kentucky 42241-0609
(270) 887-7000

EMPLOYEE:

HOME ADDRESS:

FUNDING CODE

MO	DAY	TIME OF DEPARTURE	TIME OF RETURN	LOCATION OF CONFERENCE/MEETING		PRIVATE AUTO MILEAGE	OTHER ATTACH	LODGING	MEALS	
				FROM	TO				B	
PURPOSE:									L	
									D	
				FROM	TO				B	
PURPOSE:									L	
									D	
				FROM	TO				B	
PURPOSE:									L	
									D	
				FROM	TO				B	
PURPOSE:									L	
									D	
				FROM	TO				B	
PURPOSE:									L	
									D	
									Meals Total	-
					TOTALS				Other Expenses	-
				ENTER MILEAGE	0	(Miles) x	0.45		(Cents Per Mile)	-
							GRAND TOTAL			-

SUBSISTENCE CHART

(Subsistence includes meals, taxes and tips)

IN STATE	6:30 am through 9:00 am	11:00 am through 2:00 pm	5:00 pm through 9:00 pm
If travel includes overnight lodging leaving at or before & returning at or after these hours			
For authorized travel in KY and US. Except "High Rate" Areas listed by Secretary of Finance-you may claim	$10.00	15.00	$25.00
For authorized travel in "High Rate" Areas such as Louisville, Lexington & Out of State, rates will be determined using IRS Publication 1542.			
Subsistences cannot be claimed for meals included in registration fees.			

Employee's Signature Date

Building Supervisor's Signature Date

District Supervisor's Signature Date

Transportation Costs

1. Competitive Travel:

a. Transportation Department:
   i. $150,000 built into budget to cover Competitive travel (sanctioned, local/regional games/events) for Christian County High School
   ii. Athletics and Band within 250 miles of Hopkinsville (one-way)

b. Middle Schools:
   i. Allocated $5,000 each for Competitive travel

c. Cost of Transportation:
   i. Driver Wages & Benefits
   ii. $2.00 per mile for bus
   iii. District car or vans $0.30 per mile

2. District Field Trips (DFT):

a. To be used for State, National, and World competitions for all levels (elem-high)

b. Students must have qualified (through local or regional events) and earned the opportunity to compete at state/national/world level.

c. DFT cannot be used for invitational events or tournaments which are not sanctioned

d. District has agreed to the following:
   i. $300 per school for trips to Alhambra programs
   ii. Pow-Wow
   iii. Transitions (6th Grade visit to middle schools and 8th Grade visit to CCHS)
   iv. 6th Grade Band Showcase at PAC
   v. STLP State Competition (partially paid by Technology Department)
   vi. STLP – KYSTE competition (some costs are reimbursed by the State)
   vii. STLP – ISTE competition (some costs are reimbursed by the State)
   viii. Delta Rural Baptist Health

e. Allocations for Schools for state/national/world events:
   i. CCHS $30,000
   ii. HMS $5,000
   iii. CCMS $5,000
   iv. If a school does not use their allocation, the funds will not carry over into the new school year.
   v. Once the allocation is used, no additional DFT funds will be allocated to schools.

f. Stipulations for DFT:
   i. Per Pupil Amount:
      1. District Field Trips (DFT) will pay a maximum of $70 per student per day for lodging and transportation state/national competition from the school's allocation for DFT. Allocations are as follows:
   ii. Charter Bus: if chosen in lieu of a regular school bus, Transportation will only cover the cost of mileage as if a regular school bus was used for the trip. Any additional cost above that amount must be covered by the school/booster.
      1. Example: charter bus cost $900; mileage cost if you take a regular bus $400; school/booster would have to pay the remaining $500

iii. Meals For Students:

1. Meals for students should be kept to these maximum amounts (you can spend less but not more than these amounts):
   a. Breakfast $8.00
   b. Lunch $12.00
   c. Dinner $20.00
2. Itemized receipts must be turned in for each meal (not just the final receipt showing credit card payment). There should be a detailed list of meals and then the charge receipt showing total amount plus tip. This should match easily to the school/district credit card statement.

3. State Tournament "Extras" (i.e., Football, Boys Basketball, Girls Basketball)

a. Transportation:
   i. Team – DFT
   ii. Cheer and Band will share a bus – DFT
   iii. Pep Bus – DFT (no overnight stays)
b. Meals:
   i. Team – whatever is not covered by KHSAA – DFT
   ii. Cheer – DFT
c. Hotels:
   i. Team – whatever is not covered by KHSAA – DFT
   ii. Cheer – one night only DFT
   iii. Band – one night only DFT