



Welcome Back to a New School Year! The Business Services Department has been working hard to prepare for an easier transition back to school and the Fall Semester. A few things have changed that we would like to share with you. Some of the snippets in this newsletter will bring you up-to-date on current happenings.

As always, if you have any questions related to any of our services, please feel free to contact our staff. Department information can be found on the TUHSD Website.



Let's make is a great 2017-2018 School Year!

Contracts and Agreements Process and Guidelines:

Purpose: to provide guidance and instruction on the proper means of submitting vendor provided contracts and agreements, initiated at the campus level, through the District Office for review and approval.

Types of Vendor Provided Contracts:

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| Royalty and License Agreements for Drama and Musical Productions | Hotel Accommodations for Student and Staff Travel |
| Broadcast Rights for Athletic Events | Prom Venue Contracts |
| Disc Jockey Service | Bus Charters |
| Facility Use for Leadership, Athletic and Band Camps | Rental of Equipment for Carnivals and Other Productions |
| Fireworks for Homecoming and Graduation | Photographers |
| Music Festivals and Workshops | Inflatables |

Process: Contact the District Office at the beginning of the process and well in advance of the event to allow ample time for Legal and Purchasing to review and approve. Forward any proposals, contracts and equipment specifications (as related to the types of contracts listed above) to Karen Forsberg, District Contracts Specialist. Please remember that no District Employee, not even the Superintendent, has signature authority to sign contracts and agreements, unless specifically designated by the Governing Board.



Safety: The Trust guides us on practices and procedures to insure the safety and well-being of students, staff, families and the community and to also minimize any liability or risk individually and/or as a District. Your assistance is necessary to make certain that the process is consistently followed and all needed documents are received.

Nutrition Nibbles:

Did you know that all TUHSD cafeterias serve breakfast ½ hour prior to school start?



According to No Kid Hungry, students who eat breakfast are 20% more likely to graduate.

Food and Nutrition Department served 15,432 more breakfasts and 30,111 more lunches across the District in the 2016/17 SY.

Food Joke: Did you see the movie about the hot dog? It was an Oscar Weiner!



TUHSD Print Shop

Effective June 30, 2017, the contract supplying management of the TUHSD Print Shop has been discontinued. We are moving forward by supplying an in-house Printing Specialist to take Print Shop requests and process orders. Please use the link on the TUHSD website to request a quote and place orders. A new software program is in the works. Watch for updates on the TUHSD website and in your email inbox.

Payroll Ponderings:

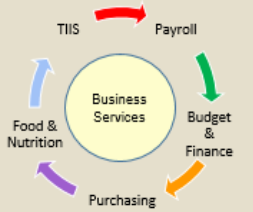
URGENT – Exempt Staff who work less than 12 months per year - NOW is the time to make sure you will have a lump sum payment for next summer! Keep an eye out for the email of your Distribution Report! The Payroll Department sends these out to confirm your short or long pay option is set accurately in the payroll system.

TimeClock Plus Changes – Approvals must be completed each week by both employee and TCP Manager. Our work week runs Sunday through Saturday and approvals must be completed by 9am Tuesday mornings. TCP Managers please remember, you must be on the District Network to be able to approve hours for your staff.

Purchasing Power:

Purchase Order Revisions Electronic Process: Beginning FY 2017-2018, the process for submitting purchase order revisions has gone electronic! Training will be available soon

Warehouse Online Catalog and Order Form: A live version of the Warehouse Surplus Catalog and Order Form is available online on the TUHSD Website. Simply login to use this feature, select Staff, click on the drop down menu for Purchasing and select Warehouse Catalog Inventory.



Budget and Finance Basics:

Accounts Payable:

Reminder to get all Fiscal Year 2017 invoices to Accounts Payable with the OK to Pay by August 21st. This will allow us to process before the deadline to pay prior Fiscal Year invoices. School Districts only have 60 days after the end of the Fiscal Year (June 30) to pay invoices for goods received or services provided before June 30th. Please do your part to submit your invoices for payment within the State timelines; doing so allows us to properly pay and maintain good relations with our vendors.

Property Control:

We wanted to provide you with some information about the physical inventories of District assets conducted by Business Services staff annually. We conduct physical inventories to satisfy a State compliance requirement. In addition, we also conduct physical inventories to track and safeguard district property. The frequency and type of physical inventories conducted fall into the following four categories:

Category	Unit Cost	Funding Source	Frequency	Sites Scheduled for FY 2018
General Fixed Asset (GFA)	Equal to or greater than \$5,000	All except Federal Funds	Annual (three year cycle to cover all sites)	DVH and MHS
General Fixed Asset (GFA)	Equal to or greater than \$5,000	Federal Funds only	Annual (All Sites required every year)	All Sites
Stewardship (Technology)	\$300 to \$4,999	All	Annual (three year cycle to cover all sites)	DVH and MHS
Stewardship (Furniture, Vehicle, Equipment)	\$1,000 to \$4,999	All	Annual (three year cycle to cover all sites)	DVH and MHS

Currently Seeking Members For:

Wellness Committee

Bring your thoughts, suggestions and ideas on how to enhance our current Wellness Initiatives and create new ones. Meetings are typically held the third Thursday of the month at DO 3:30 p.m. – 5:00 p.m.

Goal #2 Strategic Plan

The initiative of this committee is to ensure that we will optimize the use of all resources to accomplish District goals. Meetings are typically held the first Thursday of the month at DO 3:30 p.m. – 5:00 p.m.

If you are interested in being a member on either committee, please contact Karen Barattia at the District Office. Open until filled. Thank you!