

Information for Teachers at the Beginning of the School Year

Contact the on-line substitute management system, SmartFind Express, (Phone # 1-877-839-0059 or <http://duncan.eschoolsolutions.com>) as soon as you are aware that you are going to be absent from your job so that the system can begin calling to make arrangements for a substitute (if required). Be sure to follow the prompts specific to the reason for your absence (illness, bereavement, school business, etc.). Also, be sure to include special instructions when prompted to do so. For both systems (phone or internet), you must receive a job number for the absence to be recorded correctly. Employees are also asked to notify their principal of their absence between 7:00 and 7:30AM. Each teacher is allowed ten (10) days of sick leave, two (2) days-emergency leave and three (3) days of personal business leave during one school year as explained in Board Policy. Sick leave is cumulative; however, emergency leave and personal business leave are not cumulative.

Questionnaires:

Please complete and submit all questionnaires, for the Superintendent's Office, by way of your principal's office. The *principal will check* each questionnaire to see that it is complete.

Board of Education Expenditures:

All items purchased locally must have a Purchase order signed by the Superintendent or other authorized person. A copy of the Purchase Order may be left with the vendor. This Purchase Order must be obtained before ordering or purchasing of supplies and materials. Request for repairs to buildings, grounds or equipment must be submitted via the principal to the Director of Maintenance. An extreme emergency may be telephoned by the principal.

Please be aware that you must submit a Purchase Order Requisition to your supervisor, and you must receive an approved Purchase Order back from the Business Office BEFORE you are authorized for any travel expense reimbursement for a trip. If this procedure is not followed and you do not have an approved Purchase Order in your possession before your trip, you will not be reimbursed for your travel expenses. Also, you must submit a Purchase Order Requisition and have an approved Purchase Order back from the Business Office before you secure lodging reservations or incur registration fees for a workshop. If we do not have these approved Purchase Orders on file in our office BEFORE your trip, we will not pay for your lodging, registration, or travel expenses.

Requests for supplies from the Central Office warehouse must be made on the proper warehouse requisition forms by way of your principal.

Activity Fund Expenditures:

All purchases from the activity account must have a purchase order issued in the name of the vendor before purchasing goods, services, or supplies. Vendor means the business or entity to which payment will be made. School employees should NOT purchase materials and/or supplies for personal reimbursement. Situations may occur that prompt the need for an exception; however, Liz Fawbush must authorize any exception. Anticipated travel claims must have a purchase order number assigned before the date of travel.

Checks from activity accounts cannot be written to an individual prior to the purchase.

Meals for a sponsor, coach, or teacher that are to be paid from an activity account may be paid on a reimbursement basis upon presentation or receipts if a purchase order was issued before the date of the expense. No bill is to be paid from the activity fund without a signed receipt of purchase. A receipt must contain the following information: the date of the purchase, the name of the restaurant or vendor, an itemized description of the goods or services purchased the amount, and the signature of the employee requesting reimbursement. **A credit card slip alone is not a receipt unless the above information is shown on the slip.**