

# TABLE OF CONTENTS

## Management Support - Series 6000

### **Financial Planning and Management**

Program Planning, Budget Preparation, Adoption and Implementation .....	6000
Procedures .....	6000P
General Fund Reserve.....	6015
System of Funds and Accounts.....	6020
Procedures.....	6020P
Interfund Loans.....	6021
Financial Reports .....	6030
Expenditures in Excess of Budget .....	6040

### **Revenues**

Revenues from Local, State and Federal Sources.....	6100
Procedures.....	6100P
Federal Cash and Financial Management.....	6101
Procedures.....	6101P
District Fundraising Activities.....	6102
Procedures.....	6102P
Allowable Costs for Federal Programs.....	6106
Procedures.....	6106P
Rental or Lease of District Property .....	6112
Gifts .....	6114
Procedures.....	6114P
Staff Recognition/Incentives.....	6115
Recognition for Non-Staff Members .....	6116
Investment of Funds.....	6120

### **Purchasing**

Purchasing: Authorization and Control .....	6210
Procedures.....	6210P
Charge Cards.....	6212
Reimbursement for Travel Expenses.....	6213
Procedure .....	6213P
Travel Expense Form.....	6213F
Voucher Certification and Approval.....	6215
Procedures.....	6215P
Reimbursement for Goods and Services: Warrants.....	6216
Bid or Request for Proposal Requirements.....	6220
Procedures.....	6220P
Use of Electronic Signatures.....	6225
Food and Beverage Consumption.....	6240
Procedures.....	6240P
Cellular Telephones .....	6250

### **Risk Management**

Risk Management .....	6500
Procedures.....	6500P
Safety .....	6510
Procedures.....	6510P

Staff Safety.....	6511
Procedures.....	6511P
Infection Control Program .....	6512
Procedures.....	6512P
Workplace Violence Prevention .....	6513
Procedures.....	6513P
Insurance.....	6530
Student Insurance.....	6535
School District’s Responsibility For Privately-owned Property.....	6540
Property and Data Management.....	6570
Procedures.....	6570P
Sexual Harassment.....	6590
Procedures.....	6590P
<b>Transportation</b>	
Transportation.....	6600
Procedures.....	6600P
Student Safety Walking, Biking and Riding Buses to School.....	6605
Procedures.....	6605P
Video Cameras on School Buses .....	6608
Procedures.....	6608P
Special Transportation .....	6620
Private Vehicle Transportation .....	6625
Driver Training and Responsibility .....	6630
Contracting for Transportation Services.....	6690
<b>Food Services</b>	
Nutrition and Physical Fitness .....	6700
Procedures.....	6700P
<b>School Property</b>	
Operations and Maintenance of School Property .....	6800
Capital Assets/Theft-Sensitive Assets .....	6801
Procedures.....	6801P
Energy Management/Education.....	6810
Disposal of Surplus Equipment and/or Materials .....	6881
Procedures.....	6881P
Sale of Real Property .....	6882
Closure of Facilities .....	6883
State Environmental Policy Act Compliance .....	6890
Pesticide Notification, Posting and Record Keeping.....	6895
Procedure .....	6895P
<b>Capital Projects</b>	
Construction Financing.....	6910
Construction Design.....	6920
Architect and Engineering Services.....	6925
Procedures.....	6925P
Contractor Assurances, Surety Bonds and Insurance .....	6950
Maintenance of Records .....	6955
Change Orders .....	6957
Acceptance of Completed Project.....	6959