



SD School for the Blind and Visually Impaired

APPENDIX II: BUSINESS OFFICE PROCEDURES

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CASH BOX

Money in the cash box is to be used for making change and cashing small checks for the SDSBVI students and staff. This fund is not to be used to pay any expenses.

OUTSTANDING CHECK POLICY

Checks written and outstanding one (1) year from date of issuance shall be credited back into the account from which they were originally issued. Should the bearer of a canceled outstanding check present the check after cancellation, a new check shall be issued to cover payment.

PURCHASING/REQUISITION POLICY

Requisition for supplies to be purchased off-campus shall be made on the Requisition/Purchase Order forms available from the Business Office.

1. Complete: vendor name and address, your department, requested by (your name), quantity, unit, item description, unit costs and total cost. It is the responsibility of the person making the request to cost the items.
2. Submit the complete Requisition/Purchase Order form to your supervisor.
3. The supervisor will route the Requisition/Purchase Order form to the Business Manager for approval/disapproval of the expenditure. If the Requisition/Purchase Order form is not approved, it will be routed to the Superintendent for review. If the purchase is not approved, requisitions will be returned to the supervisor.
4. The original copy of the Requisition/Purchase Order form will then be mailed or hand delivered to the vendor.
5. The duplicate copy of the Requisition/Purchase Order form is filed in the Business Office.

The SDSBVI will only pay for those expenditures for which a Requisition/Purchase Order has been completed and proper authorization obtained. In the case of educational non-consumable material, the Principal will route all requests through the Librarian for an inventory check prior to forwarding them to the Superintendent.

Local purchases will be made each Thursday and distributed.

ADDRESS CHANGE

Each employee is requested to notify the Director of Human Resources of any change of address or phone number. This is extremely important and should be done immediately.

COPYRIGHT

Copyright laws apply to printed materials, video and audiotapes, and computer disks. Unless materials are public domain or you have obtained written permission from the copyright holder, reproduction of such materials is unlawful. If you have questions, contact the Superintendent.

MAIL

- A. INCOMING – Each staff member is assigned a mailbox in the Lounge (except Residential Program Staff). Residential Program Staff have mailboxes in the Dormitories Supervisor’s Office. The large mailboxes in the Lounge have been assigned for Herseth Hall, Liaison for Services, Library, Low Vision Specialist, Outreach Vision Consultants, Spicer Hall and Transition Specialist. Mailboxes are for the distribution of mail and for leaving messages or information for a fellow employee. They should be checked daily and should NOT be used for storage.
- B. OUTGOING - School related business letters should be placed in the top basket in the office. Any other mail, including letters written by students, should have a stamp on them and be placed in the bottom basket in the office. The deadline for all outgoing mail, including packages, is 2:45 PM. Stamps may be purchased from the Administrative Assistant for personal mail.

PACKAGES

- A. INCOMING - All packages and orders received at the SDSBVI must be taken to the counter in the Work Area. The Director of Human Resources will check the packages against the invoices before informing the individual their items can be used, except large packages received in our Maintenance Department and Food Service Department. We need all invoices for these orders (packing slips) or bills cannot be paid.
- B. OUTGOING - All packages needing to be shipped must have a note attached indicating whether it is to go through the Post Office, by UPS, or by FedEx, the name of the item, the amount insured for and the declared value.

FAX MACHINE

The FAX machine is for school-related business. Personal use of the FAX machine is 10 cents per page. You must ask for assistance from office personnel to use the machine. Money is to be given to the Business Office/Human Resource Office.

COPY MACHINE POLICY

The copy machine is for school-related business. Personal items may be copied at 10 cents a copy. Money is to be given to the Business Office/Human Resource Office.

COLOR PRINTERS

The color printers are for school-related business. Personal items may be printed in color at 25 cents a copy, or in black and white at 10 cents a copy. Money is to be given to the Business Office/Human Resource Office.

LAPTOPS

Laptop computers are only to be checked out for school business purposes. Personal usage is not allowed.

PHOTO LABELING PROCEDURE

The employee who is requesting film to be processed must submit the film along with the purchase order to the Business Office. Once the film is processed the film will be returned to the employee for labeling. The information to be written on the photo must be written with a photo marker. Photo markers can be obtained from the Archives Committee. The information (name of student(s), staff, date, activity, etc.) is to be written on the backside, lower right hand corner of the picture. All labeled pictures must be turned in to the Archives Committee for filing. If there are digital pictures that an employee feels should be archived, please follow the above procedure.

MEALS

Meals eaten at the SDSBVI, other than meals given as a condition of employment, must be paid for in advance at a cost of \$2.50 for each full meal or \$1.25 for salad. Meal tickets, good for ten (10) meals, are available in the Business Office/Human Resource Office at a cost of \$25.00 for full meals or \$12.50 for salad only. Single meal tickets of \$2.50 or \$1.25 are also available.

The SDSBVI Student Council has made it possible for students here for an evaluation to eat free of charge. Parents, siblings (age 5 and above) and guests of the student must pay for each meal eaten.

MEALS FOR EMPLOYEES ON DUTY

There are four (4) categories of employees who may receive free meals at the SDSBVI on days meals are served by the kitchen staff. Employees are responsible for their own meal on days the kitchen staff is not serving meals. (Please note this would apply to one meal per workday for each eligible employee.) This list is provided to the Business Manager, Director of Human Resources, Food Service Supervisor, all other supervisors, Career Service Representative and COHE Representative, and is posted in the Dining Room and the Staff Lounge. The list is updated each fall by the supervisors based on the schedules for each department.

Category I: Employees who are scheduled by their supervisor to work for a straight eight (8) hour shift during which a regular mealtime would occur "mid-shift" and do not have a break to leave the building for meals and may be called upon during a meal if necessary. Employees who receive approval from their supervisor to leave the building during the mealtime are required to use leave. The employee may use annual leave and/or reschedule time. If your supervisor is not available, please follow the chain of command.

Category II: Anyone substituting for someone who falls in Category I.

Category III: The Foster Grandparents will be entitled to a free noon meal as a part of our contract with them.

Category IV: Volunteers who are scheduled to work during a mealtime.

DOCUMENTS FOR PUBLIC INSPECTION

The South Dakota School for the Blind and Visually Impaired provides the following documents for public inspection.

These documents are available on the South Dakota Board of Regents website www.sdsbor.edu .

- Minutes from the South Dakota Board of Regents
- Budget Information
- Fact Book

These documents are available at the school building at 423 17th Ave SE, Aberdeen, SD.

- Comprehensive Plan
- Strategic Plan: Access to Quality
- Accreditation Self-Study
- Report of On-Site Accreditation Team
- School Improvement Plan
- Parent/Student Handbook
- Employee Handbooks

Public notice of the availability of these documents is published annually in the Aberdeen American News.