



**Business Services Overview**  
**For Administrative Assistants**  
**2019-2020**

**Cuba Independent Schools**  
**PO Box 70**  
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**(575) 289-3211**

CUBA INDEPENDENT SCHOOLS

**Business Services Overview  
for Administrative Assistants**

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Also included in this packet:

\*\* Time Sheet Schedule, Time Card, Requisition Form, Fixed Asset Transfer Form, **Transportation Request Form**, Maintenance Work Order Request, Accident Report Forms.

\*\* All forms are also available at <http://cuba.k12.nm.us>

**MAINTAINING A PROFESSIONAL OFFICE**

1. The office environment should be one that is orderly, organized, clean, structured and business-like.
2. Bulletin board should be appealing & informative.
3. When the telephone rings, it should be answered as soon as possible – preferably within three rings. If necessary, a schedule should be established to assure this happens.
4. Visitors should be acknowledged and made to feel welcome. It is essential to communicate with them at least every ten minutes if they have to wait to see someone.
5. Appearance: Professional dress is required. With the exception of casual/spirit Fridays, jeans are not acceptable. Low-cut tops, tight pants/leggings, etc. should not be worn to work.
6. Cleanliness is important! If your work area is not being properly cleaned, communicate your concern with the assigned custodian. If the problem does not improve, bring to the attention of your building administrator.

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### MAIL

1. All mail sent to the central office to be posted and taken to the post office must have typed envelope/label. Insure that the mailing address is properly centered and in appropriate position on the envelope. Hand-written envelopes are discouraged.
2. The mail will be delivered from the post office to the central office by 10:00 am, each day. Once sorted, the mail will be delivered to each site by noon each day.
3. Please utilize interoffice mail as often as possible. Unusually large quantities of mail or large envelopes/packages will be charged to your school site, with the exception of report cards and progress reports.
4. Outgoing mail must be ready to send to the business office by 10:00 am. Mail will be picked up at the sites between 10:00 am and noon. Once picked up, it will be taken to the central office where it will be mailed out the following morning or morning of the following business day.
5. Emergency mail may be brought to central for posting.
6. The district will not accept personal mail.
7. Please DO NOT send cash or checks via interoffice mail.

**FOOD SERVICES**

1. Staff members must purchase breakfast/lunch tickets from their site administrative assistant according to the prices below:

Lunch..... \$3.50

Breakfast.... \$2.00

PLEASE NOTE: All adults (including employees) must pay for meals.

**Absolutely NO CREDIT for meals is to be allowed!!**

2. Please work with the school principal to assign a staff member to do the count for all meals.

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### **PROPERTY/INVENTORY**

1. Any time equipment or furniture is transferred; a “Fixed Asset Transfer Form” must be completed. This form is to be completed & signed by the site principal/supervisor before the actual equipment or inventory is moved. Each building principal/supervisor is accountable for all inventories within the designated building. Please help the principal secure this responsibility by forwarding a copy of the completed fixed asset transfer form to the business office.
2. If deleting equipment, please use the “Fixed Asset Transfer Form” and indicate that the items needs to be disposed. Each school site is accountable for all school equipment, furniture, etc.

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### **TRANSPORTATION**

1. The transportation department may occasionally send out letters to parents and will require your assistance in getting these forms to the students.
2. Bus related disciplinary matters will be handled by the building principal.

### **ACTIVITY TRIPS**

1. **TRANSPORTATION REQUEST FORM:** Submit the form 5 business days before trip, include student roster, specify activity. Coaches MUST have a copy of medical release form.
2. A roster of students participating in a field trip must be provided. Coaches should have a copy of medical release form. Other trips involving students must have parent permission form. A lesson plan is to be submitted for all field trips.
3. Meal allocation is \$7.00 per student for after-school activities only. The school is not responsible for gratuity payments. Coaches/sponsors are responsible for anything above \$7/meal to be paid directly to the restaurant.
4. Protocol for reporting bus accidents to parents may be obtained from the transportation department.
5. Notify the transportation department if a trip has been cancelled.
6. Pre & post inspection is required. Clean vehicle/bus after use and treat vehicle/bus with care.
7. Report any accidents, no matter how minor, to transportation department.
8. There is a gas card and an insurance card in the glove compartment for both vehicles and buses. The PIN for the gas card is the last 6 digits of the employees SSN.

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### **SUBSTITUTES**

1. Secure substitutes as soon as possible; Inform the substitute who they will be substituting for.
2. Instruct substitute to report to the office in the morning to sign paper work, get lesson plans, class rosters and other information required to substitute on given day. Please use a rotating list for all substitutes, as we can justify effective substitutes, but not favoritism.
3. Site secretaries are responsible for securing substitutes to include custodians.
4. Emergency substitutes must have all required paperwork submitted to central office, along with a memo from the principal recommending him/her before any payment is made.
5. Please make sure that all pertinent information is included on time sheets including: signatures, dates, etc. Any unsigned or incomplete time sheets will be returned.
6. Secretaries are to provide copy of timesheet schedule to substitutes.



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### PAYROLL

1. MAKE SURE ALL TIMESHEETS ARE COMPLETE.
  - a. Time sheet must be written in **Black** or **Blue** Ink. The hourly rate will be calculated for staff.  
**Time sheets submitted in pencil or other colored ink will be returned.**
  - b. Always include Date and Description of Work.
  - c. Start and End times must be written in.
  - d. Both Employee and Supervisor Signatures are required.  
**Unsigned time sheets will be returned.**
2. FOLLOW THE **TIME SHEET SCHEDULE** (ATTACHED).
3. STAFF ATTENDANCE REPORTS ARE DUE AT THE SAME TIME AS THE TIME SHEETS.
  - a. Report all staff attendance at your particular site for time sheet dates.
  - b. This report assists the Payroll Department in calculating “overtime” pay.
  - c. The Leave Monitor also uses this report to verify all leave.
4. SUBSTITUTES
  - a. For long term substitutes, please submit correspondence from the school indicating such and for applicable length of time.
5. GAME DUTY PAY
  - a. Employees must indicate the type of Activity (volleyball, football, basketball, etc.) on timesheets.
6. OVERTIME PAY
  - a. Employees whose duties require overtime will be compensated as per FLSA regulations (Fair Labor Standard Act). Overtime requires pre-approval from the Superintendent.
  - b. The key word in calculating overtime is actual time “WORKED”. **Time “worked” does not include time employees are on leave or holiday.** Only hours actually “worked” will be compensated at the time and a half rate of pay for eligible employees.
  - c. Pay is compensated at the AVERAGE rate of pay if there is more than one hourly position being performed.

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### **PURCHASE ORDERS**

1. To request a purchase order, staff must submit their order request to the site administrative assistant who will submit a REQUISITION via iVisions. Please include the fund from which the order will be paid. Also, include the site location or department and a detailed description of the order along with an explanation of purchase. Include all vendor information. Please make sure to check: "MAIL/FAX" or "RETURN TO SENDER". If mail/fax is selected, purchasing department will mail/fax the purchase order to the vendor, otherwise the purchase order will be sent to the requestor and the requestor will be responsible for placing the order.
2. Quote(s) and/or backup information must be attached in iVisions or the requisition will be returned.
3. The requisition is then routed for approval via iVisions to the Finance Director, the Principal/Supervisor, and the Superintendent.
4. Once final approval has been given, the requisition will be forwarded to purchasing where it will be assigned a purchase order number. \*Please note: A requisition is not a purchase order until all approvals have been received and purchase order # has been assigned. The requestor must have the Purchase Order in-hand to proceed with the purchase.
5. Vendor copy of the purchase order will be returned to the requestor for their records.
6. Absolutely no substitutions on quantity or items listed on purchase order will be allowed without prior approval from the purchasing department.
7. Orders will be delivered to the Central Office receiving department; from there the order(s) will be checked in and delivered to the requestor and the invoice will be sent on to accounts payable. If the order bypasses receiving, whether the requestor picks up the order or the company sends the order directly to the requestor, please inform the Central Office receiving department immediately. You will be asked to send a copy of the packing slip and/or invoice with 2 signatures so that the order can be paid for. If these steps are not followed, the business office will not know that the order came in and therefore, the order will not get paid.
8. Activity accounts are processed the same way.
9. Please note that the district does not issue "open" purchase orders, so please be specific on the description line.

\*iVisions Guide on the District Website under Forms & Manuals (<http://cuba.k12.nm.us>)

\*Link to iVisions can be found on the District Website under Staff Menu

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### **DEPOSITS & RECEIPTS**

1. Deposits must be made within a 24-hour period. A violation of this rule is considered to be an audit exception and will be immediately reported to supervisor(s).
2. Please receipt all deposits immediately, indicating the person from whom the deposit is received (not the club or department) and the fund and/or fund number. The more detail on the receipt the better. If an error is made on a receipt, please write VOID on all copies of the receipt and leave all 3 copies in the receipt book.
3. Receipts: The WHITE receipt (original) goes to the person giving you the money. The YELLOW copy of the receipt gets attached to the bank deposit ticket. The PINK copy of the receipt stays in the book.
4. Bank Deposit Tickets: WHITE (original) goes with the deposit. YELLOW goes with the backup, PINK stays in the deposit ticket book. Make sure the bank deposit ticket has the correct date, amount and fund where the deposit should go.
5. Please staple receipts to left hand corner of any activity forms so auditors have easy access to deposit and receipts don't get lost.
6. Please deposit cafeteria funds separate from activity funds.
7. Submit all deposits IN PERSON to the business office before 2:00 pm each day.
8. Large amounts of coin must be deposited in \$10.00 amounts – in separate deposits, as per the request of Wells Fargo.
9. Used receipt books should be forwarded to the business office immediately. All receipt books (even unused) need to be turned into the business office at the end of the school year.

## CUBA INDEPENDENT SCHOOLS

### **ACCIDENT REPORTING**

1. Student accident report: this form is to report student accidents. It is to be completed by nurse and/or principal and then signed by the principal. The form must be faxed by the site administrative assistant and a copy must be sent to the Finance Director.
2. Worker's compensation form:
  - a. Injured Employee is responsible for completing and signing NOTICE OF ACCIDENT FORM and notifying the PRINCIPAL OR SUPERVISOR **IMMEDIATELY**.
  - b. The injured employee together with the PRINCIPAL OR SUPERVISOR should complete the NOTICE OF ACCIDENT FORM for worker's comp. **The employee signs this form.** The site administrative assistant is responsible for faxing this form to worker's comp. A copy is then sent to the Finance Director.
  - c. The PRINCIPAL OR SUPERVISOR interviews the injured employee and completes and signs the EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS FORM in "Preparer's Name and Title" field. **The injured employee does not sign this form.**
  - d. All completed and signed forms must be submitted to the Finance Director. The district has five (5) days from the date of notification of PRINCIPAL OR SUPERVISOR in which to submit to NM Worker's Compensation Administration and forty-eight (48) hours to submit to CCMSI (insurance) or the district may be liable for a fine.
  - e. Employees requiring medical attention due to work related injuries can go to their **PROVIDER OF CHOICE**.
3. NOTICE OF ACCIDENT form (half page): this form is for employees, injured on the job, but do not require doctor's attention. Send original to business office.
4. A driving accident must be reported immediately if the employee was driving a school vehicle. If the vehicle cannot be driven from the scene of the accident, a drug test is required. Please contact the transportation department.