

PURCHASING AND ACCOUNTS PAYABLE

SECTION 3

FY 2026–2027

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INTRODUCTION

One of the most important aspects of controls over expenditures is an efficient and effective system of purchasing. The typical purchasing lifecycle follows this sequence: a **Requisition** is submitted and approved, which generates a **Purchase Order** authorizing the vendor. Upon delivery, a **Packing Slip** confirms receipt. The vendor then submits an **Invoice**, which is matched with the PO and packing slip before issuing payment on the next available claims docket.

The objectives of an effective purchasing system are to buy materials, supplies, commodities and services that are of the right quality, quantity, price, and from the right source with delivery being at the right place. These objectives should be accomplished in accordance with applicable state and federal purchasing laws and in accordance with the district's purchasing policies. The George County School District has established a purchasing system which meets these objectives.

The district's purchasing system includes the following documentation:

1. **Purchase requisition** – the prescribed form completed by the requisitioning party identifying that there is a stated need for materials or services and requesting authorization to make a purchase to satisfy those needs.
2. **Purchase order** – document that results from an authorized requisition. The purchase order authorizes a vendor to deliver the specified merchandise or render the stated services. Acceptance of the purchase order by the vendor establishes a legally binding contract.
3. **Packing Slip** – the packing slip is signed and dated by the requisitioning party or another designated staff member that has verified the fact that the items or services that were ordered have actually been received.
4. **Invoice or request for payment** – documentation received from the vendor demanding payment of the items delivered or services rendered.

Purchasing and Accounts Payable Related Board Policies

All employees involved in purchasing activities will work to maintain and enhance the district's image by their personal conduct and methods of doing business. They will seek to obtain and purchase all goods at the lowest possible cost, considering the guidelines of prices, service, quality and delivery.

Policy Code	Policy Name
DJ	Expenditure of Funds
DJAA	Authorized Signatures
DJDA	Purchase of Foods, Drinks and Food Supplies from Public Funds
DJE	Purchasing
DJEA	Purchasing Authority
DJEC	Federal Purchasing and Procurement

DJED	Bids and Quotations
DJEG	Purchase Orders and Contracts
DJEI	Vendor Relations
DJES	Special Education Purchases
DK	Student Activities Fund Management

PURCHASING GUIDELINES

Purchase Threshold Quick Reference

The following table summarizes the required process based on the dollar amount of the purchase. See detailed rules below.

Purchase Amount	Requirement	Notes
Under \$5,000	Prudent purchasing per policy	No formal quotes required
\$5,000 – \$75,000	Minimum two (2) written price quotes	On vendor letterhead or standard quote form
Over \$75,000	Formal competitive bid process	Board approval required; 10-step process below
State Contract	No dollar limit (unless stated)	See DFA website for current contracts
Sole Source	CFO + Board approval required	Vendor letter on letterhead required
Emergency Purchase	Superintendent declaration required	Board notification after the fact

Vendors

- All vendors must have a W-9 on file before being added to the accounting system.
- **All New Vendor/W-9 requests should be forwarded to the Fixed Assets Clerk** at the Business Office.
- If a new vendor does not meet the above qualifications, the Business Office will submit the vendor a letter indicating so and will also notify the budget manager that requested the vendor.

Non-Allowable Expenditures

- No public funds can be used to purchase flowers for staff members for get well gifts, who have babies, marriage, retirement, or any type of gift to congratulate or motivate.

Federal Programs Purchase Guidelines

- Please refer to the attached Federal Procurement Decision Tree from the Mississippi Department of Education or contact the Federal Programs department.

Purchases of Supplies and Equipment

- **Purchases under \$5,000** should be made in a prudent manner consistent with the purchasing policy.
- **Purchases between \$5,000 and \$75,000**, per Purchase Order, must have at least two (2) written price quotes. These quotes must be on the vendor's letterhead or vendor's standard quote form, signed by the vendor (signed faxed quotes are acceptable). Emailed quotes are acceptable when the email address corresponds to the company and is from an authorized representative from said company.

- At no time before the quote process is complete should the school/department reveal a vendors' quoted price to another vendor.
- It is a good practice to notify unsuccessful vendors that the quotations have been closed and awarded.
- At no time should a school/department allow a vendor to suggest and/or solicit other quotes for them.
- **Purchases in excess of \$75,000**, per Purchase Order, must be formally bid using the following guidelines:
 1. Determine the detailed specifications of the item(s) you are requesting. Specifications pertinent to such bidding shall be written not to exclude comparable equipment of domestic manufacture.
 2. Submit detailed specifications to the Chief Financial Officer, **Natasha Henderson**.
 3. The Business Office will make preparations to advertise that we are accepting bids for the requested items.
 4. The advertisement must appear for two (2) consecutive weeks in a regular newspaper published in the county.
 5. An online "reverse auction" will be held.
 6. The Chief Financial Officer shall determine the lowest and best bid.
 7. The Chief Financial Officer will make preparation for the Board of Trustees to award the purchase to the recommended lowest and best bidding company.
 8. If a contract is required for this purchase, it too should be submitted to the Board for approval at this time.
 9. Upon Board approval, the Chief Financial Officer will notify the school/department of the vendor awarded the bid. The Chief Financial Officer will include the bid number, board agenda minutes and approval date.
 10. Once the notification is received, the school/department can submit the requisition to make the purchase.
 11. Once a bid is awarded to a vendor by the Board of Trustees, that vendor must be used for the purchase of the bid items.
- **Splitting Orders** is knowingly and willingly issuing multiple purchase orders to avoid the bidding process. Miss. Code, Section 31-7-13 (o) states that no contract or purchase shall be made for the purpose of circumventing competitive bids.
- **Sole Source Purchases** are noncompetitive items available from one (1) source only. These are only used on very rare occasions.
 - A certification of the conditions and circumstances requiring the purchase from a sole source vendor must be approved by the Chief Financial Officer before receiving board approval. If the board approves, it shall be noted on the minutes of the body at the next regular meeting.
 - The certification must be in the form of a letter from the vendor, on their letterhead, stating that said item(s) are only available from them; no other source exists, and signed by the vendor.
 - Examples of circumstances which could necessitate a single source purchase are:

- a) Where the compatibility of equipment, accessories or replacement parts is the paramount consideration and the manufacturer is the sole supplier.
 - b) Where a sole supplier's item is to be required when no other item will serve the need of the school/department.
 - c) Where the sole supplier's item is copyrighted and available only from the publisher.
- Once board approval is obtained, a requisition can be submitted for the purchase.
- **State Contract Purchases** are available on the internet at DFA Bureau of Purchasing and Contracting <https://www.dfa.ms.gov/contracts>. Purchases off a State Contract are not limited by a dollar amount unless otherwise stated in the contract.
- **Emergency Purchases** can be made if the Superintendent determines that an emergency exists in regard to the purchase of any commodities or repair contracts and the delay to make the purchase, giving opportunity for competitive bidding, would be detrimental to the interest of the district. Emergency situations come about from extenuating circumstances or acts of God. Emergency situations do not result from a lack of planning. The provisions for competitive bidding shall not apply to emergency purchases, but must adhere to the following guidelines:
 - The budget manager must request the emergency purchase to the Chief Financial Officer. Requests should include the state of emergency, the cause, the name of the proposed vendor and the cost.
 - If the Superintendent agrees, he shall make an official emergency declaration in writing and shall submit the declaration to the Chief Financial Officer.
 - Once the declaration is received, the budget manager can submit a requisition for the purchase.
 - Once the products and/or services have been received, the Superintendent must notify the board of the emergency purchase or repair contract. Documentation of the purchase or repair contract, including a description of the commodity purchased, the price thereof and the nature of the emergency shall be presented and placed on the minutes.
- **Open Purchase Orders**
 - Open purchase orders for the vendors listed are only allowed for Maintenance, Transportation, Child Nutrition, CTE, District Office, IT Department, and 2 designated employees at the Local School level. Open purchase orders have a \$1,000 limit. An Open (unitemized) Purchase Order cannot be used to purchase equipment. Equipment must be clearly listed and coded accordingly on a purchase order.

Approved open purchase order vendors:

Vendor	Vendor
Agricola Hardware	Mike and Rod's Glass
AutoZone	O'Reilly's
Beck's Auto Parts	Piggly Wiggly
Dixie Glass	Rocky Creek Builders
Jack's Hardware	Wal-Mart (via Purchasing Card)
J & J Power Shop	Walt Massey

- **Binding agreements/contracts** from the vendor for the purchase of supplies or equipment must be board approved before requisition is submitted. A prime example of this is software.
 - A request for contract approval should be completed in its entirety and submitted to the Business Office to be submitted for board approval. The vendor's contract must be attached.

- **Gift Cards for Student Incentives – Unallowed** – Per guidance from the State Auditor's Office, gift cards may not be purchased using district funds, including activity funds. Gift cards are considered a form of cash and are therefore unallowable under current regulations.

Purchases of Services

- **Consulting, Professional Development Training, Technical and Data Processing Services** in any amount must have a board approved contract before requisition is submitted.
 - These purchases will be coded to a 300 object code unless they are Web-Based Subscriptions. Web-Based Subscriptions should be coded to object 545 or 546. Please contact the Business Office for correct coding.
 - A request for contract approval should be completed in its entirety and submitted to the Business Office to be submitted for board approval. The vendor's contract must be attached. If the vendor does not have a contract, one will be provided.
 - Professional services can be approved on an annual basis.
 - Once the board approves the contract, a requisition can be submitted for the purchase.

Maintenance Purchases from School's Budget

Maintenance items to be paid from the school's maintenance budget should be submitted in the same manner as other purchases.

Centralized Maintenance Purchases – Small Everyday Repairs

1. Work order is submitted and authorized by school/department.
2. Maintenance Director comes to evaluate the issue.
3. Maintenance Director then goes to the vendor or calls to get a quote for parts and communicates the information to the Maintenance Secretary.
4. Maintenance Secretary submits a requisition in Marathon for the quote amount. Maintenance Secretary uses the school's maintenance budget that is allocated.
5. Maintenance Worker is then issued a purchase order number by the Maintenance Secretary with authorization from the Maintenance Supervisor.
6. Maintenance Worker then picks up repair parts from the vendor and will receive a ticket/invoice for those parts.
7. Maintenance Worker goes back to school/department to complete work order.
8. Maintenance Worker submits all tickets/invoice to the Maintenance Secretary at the end of day and signs the receiving reports.

9. Maintenance Secretary then completes a vendor claim packet, enters and uploads the claim in Marathon, and submits claims to Accounts Payable with an audit/edit report and Accounts Payable Checklist completed and signed.

Centralized Maintenance Purchases – Projects

Projects should be mutually agreed upon by the Principal and Maintenance Supervisor.

- Once agreed, the Maintenance Secretary enters the requisition into the accounting system which is authorized by the Maintenance Supervisor. The Maintenance Secretary uses the school's maintenance budget that is allocated to centralized maintenance.
- PO is delivered to the vendor.
- Products or services are received and the receiving report is signed by the Maintenance Supervisor and given to the Maintenance Secretary.
- Maintenance Secretary then completes a vendor claim packet, enters and uploads the claim in Marathon, and submits claims to Accounts Payable with an audit/edit report and Accounts Payable Checklist completed and signed.

Transportation Purchases – Everyday Vehicle Repairs

- Repair request is submitted from the school/department/bus driver through the Transportation Coordinator.
- Mechanics or Transportation Coordinator determines what parts, etc. will be needed for repair or maintenance of vehicle, tractor or lawn mower and communicates the information to the Transportation Secretary.
- Transportation Secretary submits requisition through Marathon.
- Mechanics are then issued a purchase order number by the Transportation Secretary.
- Mechanics pick up repair parts from the vendor and will receive a ticket/invoice for parts.
- Mechanics complete repairs to the vehicle, etc.
- Mechanic submits all tickets/invoices to Transportation Secretary.
- Transportation Secretary then completes a vendor claim packet, enters and uploads the claim in Marathon, and submits claims to Accounts Payable with an audit/edit report and Accounts Payable Checklist completed and signed.

REQUISITIONS

- A requisition for commodities and supplies must be completed with a clear concise description of articles requested, quantities, pricing, and budget account.
- Include catalog number of each item, school or department, date, and recommended vendor.
- Completed requisition forms should be submitted to the school/department office for proper signatures. All Federal Programs requisitions should be sent to the Federal Programs department for approval and entry.
- It is the responsibility of each school/department secretary to key in requisitions in **Marathon**. Be sure to include one or two words to summarize the items being purchased on the first line under description on the main page of the requisition. This is what the board will see on the claims docket.
- All requisitions must be authorized by the budget manager or primary authorizer and secondary authorizers according to the account codes used.
- If the purchase requires quotes, said **quotes must be uploaded and attached to the requisition in Marathon**.
- Shipping must be included on requisitions. If there is no shipping cost, indicate so by typing "no shipping cost."
- The requisition must have a fax number or email address for the purchase order to be electronically delivered. If fax number, email address or direction to "order online" is not included, the purchase order will be mailed.
- We are exempt from tax on all orders.
- Status of requisition approval flow-through can be tracked in Marathon.

Required Information by Purchase Type

The table below summarizes additional information that must be included on or attached to the requisition, depending on the purchase type.

Purchase Type	Required on Requisition / Attachments
Conference	Conference Name, Attendees, Conference Date
Fundraiser or Field Trip	Approval Date, Trip or Fundraiser Dates, Destination, Who is going (e.g., 2nd Grade, Cheer, History Class)
State Contract Purchase	State Contract Number
Bid Purchase	Bid Number
Express Products List	EPL Number
Emergency Purchase	Superintendent's emergency declaration (attached)
Services Contract	Copy of board-approved contract (attached)
Quotes Required	Written quotes uploaded and attached in Marathon

Budget Issues

- The accounting system will only allow a requisition to be processed if there are sufficient funds available in the budget for the account code used.
- If there is not a sufficient budget in the account code, a budget amendment request should be submitted in Marathon.

PURCHASE ORDERS

- An approved and signed purchase order by the Superintendent is required to make all purchases for the George County School District.
- After a requisition has been properly authorized, it will be upgraded to a purchase order by the Purchasing Agent.
 - The Purchasing Agent will print a blue copy for the Accounts Payable Department.
 - Each school/department secretary will print a pink copy to be used with their vendor claim packet.
- The purchase order is the document that legally authorizes the purchases of the goods or services.
- Only the approved items on the PO can be ordered/purchased.
- An order made without an approved purchase order becomes the responsibility of the employee placing the order.
- A purchase order will not be issued after the invoice has been received.
- We do not accept backorders.
- There is no substitution on items ordered.
- If a purchase order has a change for any reason, you are to notify the **Business Coordinator** as soon as possible via email.
 - If reason is acceptable, the Business Coordinator can adjust the PO.
 - This cannot be done after the invoice has been received.
- All purchases of computer and computer equipment must be approved by the Technology Department.

Wal-Mart Purchases

Wal-Mart purchases are made with a US Bank Procurement card after a purchase order is in place:

- **If any equipment is being purchased it must be listed on the purchase order. It cannot be listed under "Miscellaneous" items.**
- There can be no substitutions. If "Office Supplies" are listed you cannot buy food items, etc.
- A purchase order, requisition, and all backup must be presented to the Purchasing Agent by a principal/director or secretary in order to check out the card.
- The card can only be used for the purchase order it was assigned to. If the card will be needed for more than one purchase order, then all purchase orders must be documented when signing out the card.
- Cards must be returned within 48 hours of sign out. If the Purchasing Agent is not available to receive the card it should be given to the Chief Financial Officer or Business Coordinator.

PACKING SLIPS

- As soon as ordered items are received, the designated staff member should verify received items against the packing slips.
- If any discrepancies between what you ordered and what was delivered are discovered, notations should be made on the packing slip.
- Packing Slips must be **signed and dated** by the staff member that received the delivery. If a packing slip was not included by the vendor, the invoice must be signed and dated in its place.
- Once the packing slip has been signed **and dated** it should be submitted to the school/department secretary.
- A signed and dated packing slip indicates to the school/department secretary and Accounts Payable Clerk that ordered items have been received or services have been rendered and it is okay to pay the vendor's invoice. Please do not hold the signed packing slips.

ACCOUNTS PAYABLE

- **Invoices must be mailed to 494 Cowart Street, Lucedale MS, 39452 or emailed to acctspayable@gcsd.us.**
- The invoices will be date stamped by the district Accounts Payable Clerk and sent to the school/department secretary for processing.
- If invoices are received by the school or department, they must be forwarded to the Accounts Payable Clerk to be date stamped. The school/department secretary must contact the vendor to notify them of the proper mailing/email address.
- Legally we only have **45 days** from the date we receive the invoice and goods to pay the vendor. **There are no exceptions to this rule!**
- Invoices that are received without a prior approved purchase order will not be paid. The individual who placed the order without a PO will be held responsible for payment.

Invoice Matching Process

Follow these steps in order when processing an invoice for payment:

1. **First, compare the vendor name and address on the invoice with the name and address on the purchase order. If they do not match, run a Vendor Contact Information Report to make sure you are paying the correct vendor. (Remote > Link > Reports > Purchase Requisitions > Vendor Contact Info. > Filter). If the vendor information is different, contact the Business Office before inputting the invoice.**
2. Once the invoice, packing slip and purchase order are matched, the school/department secretary will create a vendor claim packet and enter the claim into the accounting system to be included on the docket.
3. Both the secretary and the principal/director should sign the vendor claim form.
4. The complete vendor claim packet must be uploaded and attached to the purchase order in Marathon.
5. If the claim included Capital Assets purchases, notification should be sent to the Fixed Assets Manager, via email, as soon as the documents are uploaded to Marathon.
6. An Accounts Payable Checklist should be completed and signed by both the secretary and principal/director verifying that all steps on the checklist have been completed.
7. The Vendor Claims, audit/edit report, and signed checklist should be sent to the Accounts Payable Clerk. When running the Audit/Edit report, select "Display Payee Name/Address" in order to verify the remit address matches the invoice.
8. Claims dockets are processed according to the deadline calendar and are due to the Accounts Payable Clerk according to the established AP dates.
9. Checks are printed and mailed on the AP date for the docket being processed.

ACCOUNTS PAYABLE CLAIMS DATES

Accounts payable checks will be written on the AP date established on the deadline calendar.

Claims for payment of purchase orders and travel reimbursements must reach the Accounts Payable office on or before the cut-off date. Information must be complete – such as signatures, attachments, receipts, etc. – to be considered ready for payment.

Regular Docket vs. Ratified Docket – As per state regulation, claims should be authorized for payment by the School Board before the issuance of checks. Therefore, these claims are placed on the **Regular Docket** for review and approval.

- **Ratified Docket** – The School Board has authorized the early release of some warrants as per Board Policy DJ. These early payments are ratified at the next regularly scheduled board meeting. Authorized expenditures are primarily (but not limited to) the following:
 - Situations where interest would be due to vendors prior to Board approval (such as utilities, Amazon, Purchasing Card, or Travel Cards)
 - Payments to athletic event workers to comply with the rules and regulations of the Mississippi High School Activities Association
 - Travel related expenses
 - Postage
 - Field Trip expenditures
 - Contracted expenditures where a signed contract is in place
 - Refund of charges
 - Inter-fund transfers to balance accounts
 - Payroll related payment/checks

AP Claims Dates — FY 2026–2027

Docket Type		Date Due in A/P Dept.	AP Date
Ratified Docket	July	7/9/26	7/14/26
Ratified Docket	July	7/16/26	7/20/26
Regular Docket	July	7/22/26	8/5/26
Ratified Docket	August	8/7/26	8/12/26
Ratified Docket	August	8/13/26	8/18/26
Regular Docket	August	8/20/26	9/2/26
Ratified Docket	September	9/4/26	9/10/26
Ratified Docket	September	9/11/26	9/16/26
Regular Docket	September	9/18/26	10/7/26
Ratified Docket	October	10/9/26	10/14/26
Regular Docket	October	10/15/26	11/4/26
Ratified Docket	November	11/6/26	11/11/26
Regular Docket	November	11/13/26	12/2/26
Ratified Docket	December	12/4/26	12/9/26
Regular Docket	December	12/11/26	1/13/27
Ratified Docket	January	1/12/27	1/15/27
Regular Docket	January	1/21/27	2/3/27
Ratified Docket	February	2/5/27	2/11/27
Ratified Docket	February	2/12/26	2/16/27
Regular Docket	February	2/18/27	3/3/27
Ratified Docket	March	3/5/27	3/10/27
Ratified Docket	March	3/12/27	3/17/27
Regular Docket	March	3/18/27	4/7/27
Ratified Docket	April	4/9/27	4/14/27
Ratified Docket	April	4/16/27	4/21/27
Regular Docket	April	4/22/27	5/5/27
Ratified Docket	May	5/7/27	5/12/27
Ratified Docket	May	5/14/27	5/19/27
Regular Docket	May	5/20/27	6/2/27
Ratified Docket	June	6/4/27	6/9/27
Regular Docket	June	6/16/27	6/23/27

Notes: Ratified invoices should have a status of “Held.” Regular Docket invoices should have a status of “Open.”

TRAVEL

Out-of-District Travel – Employee and Board of Trustees

- A Professional Leave Request must be completed and authorized in advance.
- The request must include:
 - Conference name and address
 - Conference Proposed Agenda or Notification of the Conference
 - If Hotel Reservations are needed, documentation for the requested hotel must be submitted with the paperwork.
 - If claiming mileage, a Google map, or other printable GPS mileage printout for mileage verification from place of work to conference site or home to conference site, whichever is shorter distance.
 - Public carrier confirmation if applicable. The rental car reservation information should be attached.
- There should be one professional leave request submitted per individual traveling.

Professional Leave Routing Procedures

1. Participant completes Section 1 of form and submits it to Supervisor/Principal for funding and approval, including hotel information if applicable.
 2. Principal completes Section 2 of Professional Leave Request including complete fund numbers for expenses.
 3. Principal will forward the completed form to Human Resources and keep a copy for his/her records.
 4. Human Resources will log Professional Leave and forward to Fund Director/Designee.
 5. Fund Director/Designee verifies funds are available and either approves or denies the leave.
 6. If approved, the form is routed to the Chief Financial Officer for Fund availability confirmation.
 7. Hotel Reservations will be made by the Chief Financial Officer or designee with the District Travel Card if applicable. Confirmation will be provided and a purchase order to the travel card service provider will be put in place. Once the reservations have been made with the District Travel Card, the charges should not be transferred to a personal rewards or honors account.
 8. Upon complete approval, the form is routed to Human Resources who will disperse the original to the school/department secretary. Copies will be sent to the Fund Director, Payroll, and Human Resources Director.
- All out of state travel must have Board authorization.

Registration Fee

- After travel is approved a requisition/purchase order should be submitted by the school/department secretary. When registration fee is required before attendance, a completed registration form can be used in lieu of an invoice.
- School/Department Secretary processes the claim for payment.

Travel Credit Cards

- **Card Checkout:** Travel credit cards can be checked out from the Business Office Fixed Assets Clerk only after an approved Professional Leave form has been processed and a purchase order has been approved. An email will be sent once the card is ready to be picked up.
- **Approved Use:** A travel card can only be used for hotel room stay (*no incidentals*), parking, flights, baggage, ride-share, and rental vehicles as determined by the State of Mississippi Travel Card Procurement Program.
- **Mississippi Travel:** For in-state travel, travelers must present the **tax exemption letter** at hotel check-in. Receipts must reflect the exclusion of state and local taxes.
- **Card Return:** Within 48 hours of returning from travel, the card must be returned to the Business Office Fixed Assets Clerk, along with all receipts for reconciliation and review.

Transportation Type

- Employees are expected to carpool where two (2) or more employees are traveling to the same destination and using the same funding code. In cases where this is a gender mix, additional mileage will be permitted.
 - The passengers in the above scenario should indicate who they are commuting with on the space provided.
 - If the district vehicle is available: Employees must use it. If an employee chooses to drive their personal vehicle instead, mileage will be reimbursed at the reduced State Department of Finance's rate.
 - If the district vehicle is not available, or if the travel is within the county, mileage reimbursement will be paid at the State Department of Finance's annual rate.
 - Check for availability by contacting Karen Causey at the district office (ext. 2011).
- Public carrier transportation such as train or air is only allowed for out of state travel. **Airline tickets require two quotes/cost comparison.**

Meals

- Employees will be reimbursed for actual expenses up to the maximum amount allowed by the State Department of Finance for overnight travel only. Original receipts are required. Receipts must be itemized.
- Door Dash fee can be claimed as long as the total bill is within the daily meal rate as set by the Mississippi Department of Finance and Administration.

Payment Timing

- The checks for the Conference Vendor will be paid and mailed prior to travel when **timely** travel requests are made and approved, and input by secretaries.
 - If requests are **untimely** made and approved, and the checks were printed prior to the travel date, but too late to be mailed, the employee will need to pick up these checks from Accounts Payable prior to traveling.

- If requests are **untimely** made and approved, and the checks were **not** printed prior to the travel date, the employee will have to pay all travel related expenses and be reimbursed, with proper documentation, after the trip.

After Traveling – Required Documentation

After traveling, the employee must submit the following to their school/department secretary:

- Out of District Travel Expense Voucher form completed and signed by employee and supervisor.
- Copy of approved Professional Leave Request
- Proof of attendance at workshop such as Conference Agenda or name tag
- **Hotel Folio with \$0 balance**
- Meal receipts (Original and itemized) for overnight stay. No alcoholic beverages will be reimbursed. If eating with a group, each employee must have their own individual receipt.
- Any other travel supporting documents, i.e. incidental receipts
- Google Map
- Employees are paid via ACH and therefore must have an AP Employee ACH form on file.
- School/Department Secretary should submit Travel Reimbursement claims on the next available docket – either the Regular or Ratified Docket.

The Professional Leave Request Form

Must be completed by staff when away from their building on all school related activities that would prohibit them from clocking in and out and/or a substitute teacher is employed in a teacher's absence. This includes field trips, athletic events, and professional development meetings in and out of district.

Travel paid with federal funds

Cannot be paid more than a month in advance. This would include registration and hotel checks that are cut and mailed before the travel. This also includes all checks cut for out of state travel.

Travel Cancellation

If travel has to be canceled because of extenuating circumstances, employee will need to advise:

- Supervisor and document that you advised prior to the conference start date.
- Conference host to request registration fees be refunded. This documentation is needed even if they won't refund the fees.
- Chief Financial Officer to cancel hotel reservation.
- All items above including the reimbursement for Out-of-District travel must be submitted to accounts payable as soon as possible. No refund for expenses will be paid after 60 days from the date of travel.

In-District Employee Travel

If an employee needs to claim mileage for an in-district meeting, that claim needs to be included on the in-district reimbursement form.

- Use the In-District Travel Reimbursement form.
- No reimbursements will be made for in-district travel submitted over 60 days.
- The in-district reimbursement form must be signed by the employee and principal or supervisor.

- Mileage is reimbursed at the current approved rate as set by the Mississippi State Department of Finance.
- An AP Employee ACH must be on file with the Accounting Specialist.
- Forms should be submitted to the school/department secretary who will then process a vendor claim to be paid on the next Ratified Docket or Regular Docket, whichever comes first.
- A map or chart should be included.

Student Travel

Requisitions for expenditures related to student travel should be submitted in Marathon.

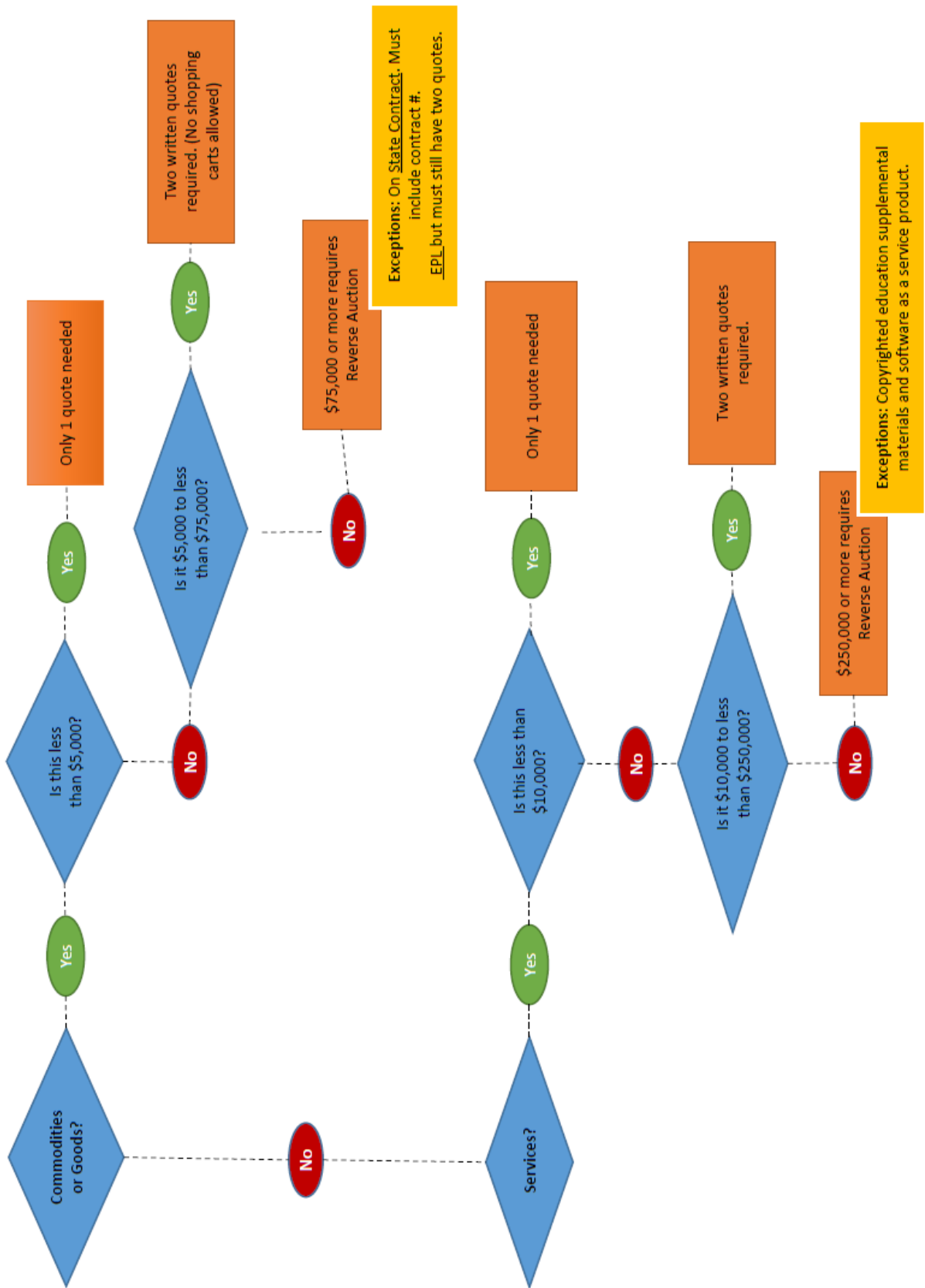
- Requisitions should be detailed with student and chaperone names and field trip date.
- The approved field trip request/bus permit, student and chaperone names must be attached to requisition in Marathon.
- **Meals** – if at all possible, choose a vendor that accepts purchase orders. If the vendor does not accept purchase orders, a Request for Field Trip Custodial Cash can be submitted to the school secretary to add to the next Ratified Docket. (See Activity Fund Section)
 - Funds shall be used solely for student meals.
 - The custodian in charge of said funds should immediately return any leftover funds to the school secretary to be redeposited along with original receipts.
- Hotel rooms for students and chaperones may be put on the District Travel Card. The trip must have prior approval before the reservation is made. The travel card can be checked out from the Business Office as per instructions in the Travel Credit Cards section above.

FORMS INDEX

The following form examples are inserted at the end of this section. Fillable forms can be downloaded from the Business Office Department website: <https://www.gcsd.us/business-office-gcsd-forms>

Form Name	Purpose
Purchasing Decision Tree	Decide if quote or bid is needed
MDE Federal Procurement Decision Tree	Decide which purchasing procedure applies
SBITA Decision Tree	Decide if software is a SBITA object 545 or 546
New Vendor / W-9 Request	Add a new vendor to the accounting system
AP Employee ACH Form	Set up direct deposit for employee reimbursements
AP Vendor ACH Form	Set up ACH deposit for non-employee vendors
Requisition Form	Request authorization to make a purchase
Vendor Claim Form	Document a vendor claim for payment processing
Accounts Payable Checklist	Verify all AP steps completed before submission
Professional Leave Request	Request leave approval and funding for travel
Out of District Travel Expense Voucher	Submit reimbursement claims after travel
In-District Travel Reimbursement Form	Claim mileage for in-district travel
Professional Services Contract	Submit vendor contracts for Board approval
Contract Agreement Checklist	Verify contract requirements are met
Cafeteria Startup Cash Request	Request startup cash for cafeteria registers
Construction-Repair Quote Request	For Quotes between \$5,000 but not more than \$75,000

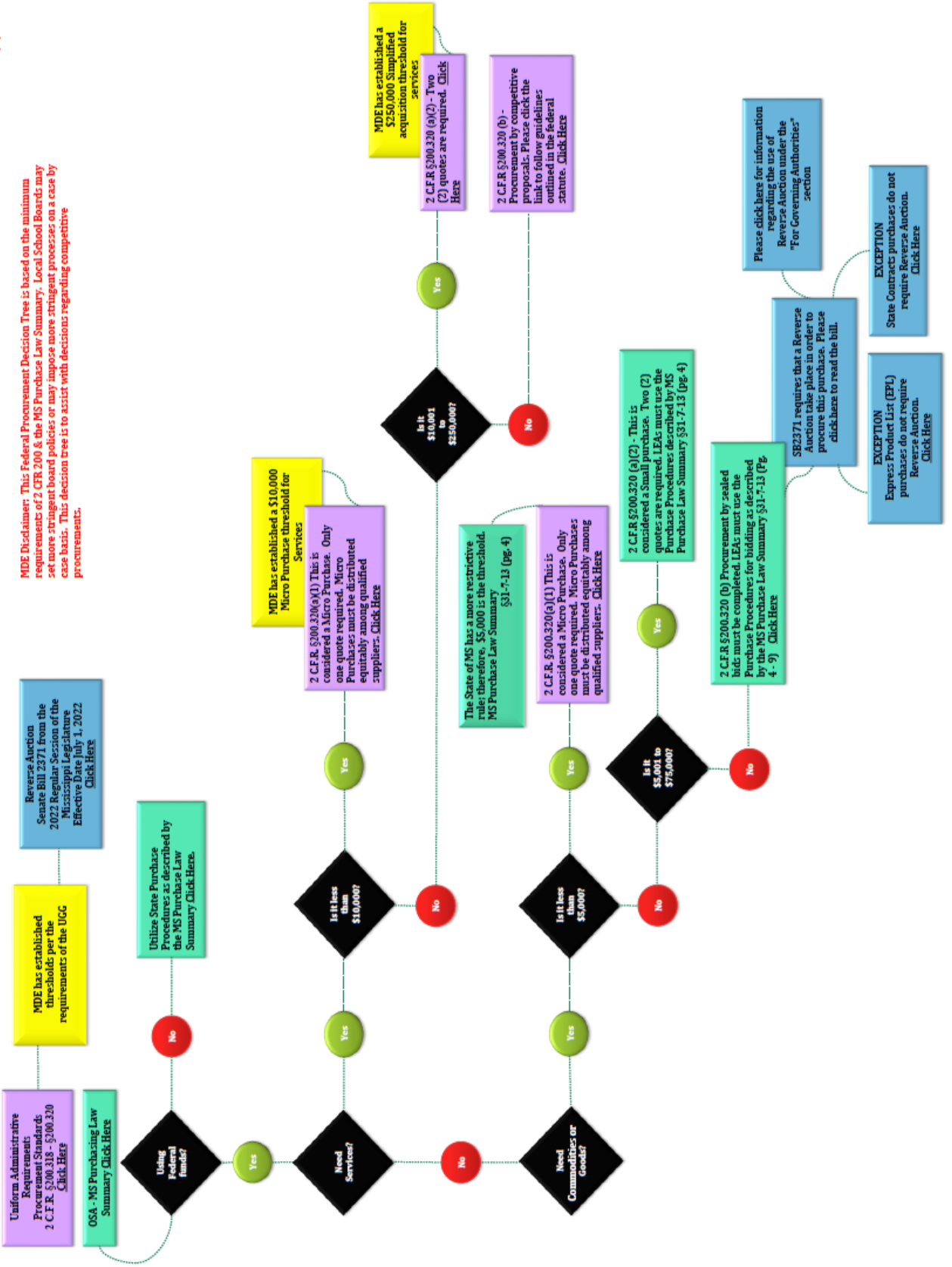
Purchasing Decision Tree



MISSISSIPPI DEPARTMENT OF EDUCATION - FEDERAL PROCUREMENT DECISION TREE

Effective 7/1/2022

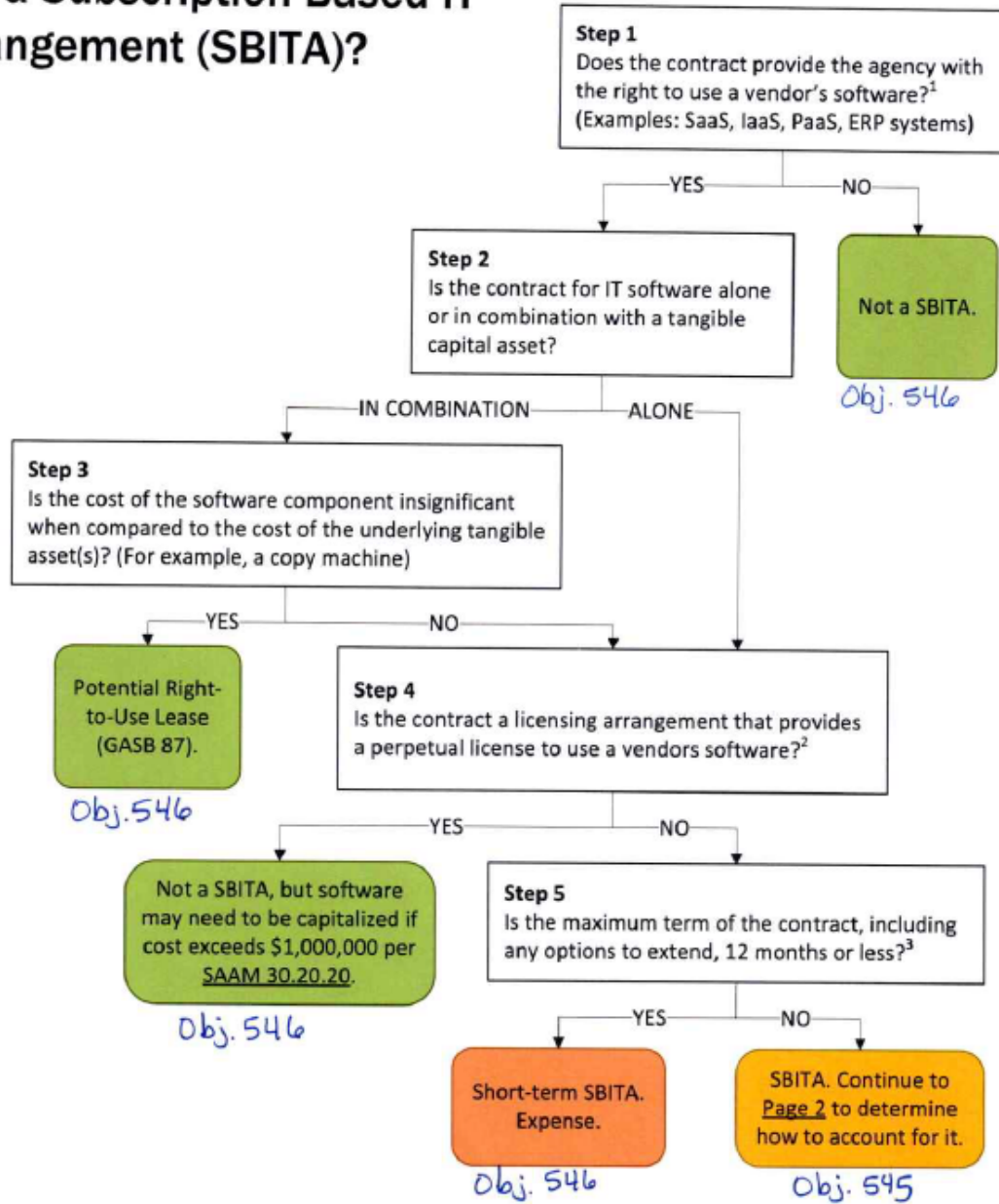
MDE Disclaimer: This Federal Procurement Decision Tree is based on the minimum requirements of 2 CFR 200 & the MS Purchase Law Summary. Local School Boards may set more stringent board policies or may impose more stringent processes on a case by case basis. This decision tree is to assist with decisions regarding competitive procurements.





DECISION TREE

Is it a Subscription-Based IT Arrangement (SBITA)?



¹For magazine, journal, research subscriptions, the answer depends on whether you are primarily paying for the content or the software? For example, software that allows users to easily search through laws, which can be read for free, is primarily software. Whereas, the Wall Street Journal cannot be read without a subscription and is primarily content.

²If the software would continue to work and the agency still has access to it if you stopped making payments, then it is likely a perpetual license of an internally developed software, both of which are excluded from GASB 96.

³The maximum term should not include periods where both parties have the option to terminate without permission from the other party or periods where both parties have to agree to extend.

2026-2027

**GEORGE COUNTY SCHOOL DISTRICT
NEW VENDOR REQUEST FORM**

Why do we need this vendor?

- We do not have a current vendor to supply this product or service.
- This new vendor offers better pricing than our current vendor does.
- Other (please specify) _____

Note: Neither employees, immediate family members, nor board members can be a vendor unless it is for expense reimbursement only.

Vendor Type:

- Employee (*Travel reimbursement only*)
- Supply
- Service If service, does this vendor perform onsite labor? Yes No
 - If yes, a **Certificate of Liability Insurance** must be included.
- Other (please specify) _____

Is this vendor an employee or related to a school employee?

Yes No If Yes, explain: _____

Vendor Information:		Payment (Remit) Information:	
Company Name: _____		Remit Name: _____	
Street Address: _____		Remit Address: _____	
City: _____	State: _____	City: _____	State: _____
Zip Code: _____	Telephone: _____	Zip Code: _____	Telephone: _____
Contact Person: _____			
E-mail: _____			
Website: _____			

Required Forms:

1. Completed **New Vendor Request Form**
2. Completed **W-9 Form**
3. Completed **Employee ACH Form** (if vendor is employee)
4. Completed **Vendor ACH Form** (for non-employee vendors, including opt-out indication if applicable)
5. **Certificate of Liability Insurance** (if vendor performs onsite labor)

Person requesting vendor: _____ Date: _____
Please Print

Email completed request and required forms to: Vickie.byrd@gcsd.us

2026-2027



George County School District

Accounts Payable Employee ACH Form

All employee expense reimbursements will be paid electronically via ACH. A payment stub will be sent to your work email.

Employee Name (please print):

Work email address where electronic statements should be sent:

Work Location

Last 4 digits of SSN

**Choose the option below that indicates how you would like your payments deposited.
Only select one (1) option.**

Deposit my expense reimbursements exactly as my payroll is currently direct deposited. (If you have multiple bank accounts setup for your payroll deposit, we will automatically choose the bank account that has the most amount of payroll being deposited to it.)

I choose to have my expense reimbursements deposited differently than how my payroll is currently direct deposited. (If choosing this option, complete the information below. You can only list one (1) account.)

Please attach a voided check or a direct deposit authorization form from your Financial Institution. If using a mobile bank account (e.g. Green Dot, Chime, etc.) please attach an online printout that states your name, routing number, account number, and whether it is Checking or Savings.

Bank Name	Routing Number	Account Number	Checking or Savings

Signature:

Date:

Please send completed form in a sealed envelope to the Business Office, attention Vickie Byrd or bring form in person.

2026-2027

**AUTHORIZATION AGREEMENT FOR ELECTRONIC PAYMENTS
ACCOUNTS PAYABLE VENDORS ONLY**

I (we), hereinafter called COMPANY, hereby authorize the George County School District, hereinafter called PAYOR, to initiate entries to my (our) banking account as indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account. If funds are deposited in error, the PAYOR may debit the same account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

This authorization is to remain in full force and effect until PAYOR has received written notification from me (or either of us) of its termination in such time and in such manner as to afford PAYOR and DEPOSITORY a reasonable opportunity to act on it.

Vendor (Company) Name

Depository Name (Bank)

City State Zip Code

Routing Number Account Number

Checking Account Savings Account

Please include a blank check marked "VOID", or a stamped document from your bank with bank account information.

Check here if your company chooses to opt out of enrolling for ACH deposits.

It is the COMPANY'S responsibility to ensure the accuracy of the above information. Payments returned to PAYOR due to inaccuracy of information on the COMPANY'S part will result in delay of payment.

Name and Title (please print)

Email address where electronic statements should be sent:

2026-2027

GEORGE COUNTY SCHOOLS Professional Leave Request

This application must be submitted at a minimum of 2 weeks prior to leave. Applications requiring board approval must be submitted prior to the board meeting. Application must be approved before attendance. Application must include Conference, Hotel, and Travel documentation when initially submitted. Form must be completed in its entirety, or it will be returned without approval.

SECTION ONE (TO BE COMPLETED BY PARTICIPANT)

Date Submitted: _____ Out of State Overnight

Name _____ Position _____ School/Dept. _____

Dates Leave Requested _____ through _____ Total Days _____

Destination _____ _____
(Name and address of workshop, conference) (City, State) Out of State Leave must be board approved

Description (Attach Documentation): _____

Anticipated Paid/Reimbursable Expenses CHECK ALL THAT APPLY: District Vehicle Available: Yes No

Travel Expenses: Mileage (Total Miles Roundtrip) _____ Meals (Overnight only) Itemized Receipts required

Hotel _____ Check-In Date _____ Check-Out Date _____ Student rooms?

Other (i.e. parking) Please list: _____

Registration Expenses: Registration Fees _____ Credit to be earned: CEU SEMI OSL Other _____

Signature _____ Date _____ Number of credits to be earned: _____
Participant

Upon completion send form to immediate Supervisor/Principal

SECTION TWO (TO BE COMPLETED BY PARTICIPANT'S SUPERVISOR)

Substitute Required: No. Days _____ Leave Recommended Leave Not Recommended

Enter Complete Fund Number(s) below for all above indicated/approved expenses. If fund numbers are incomplete, form will be returned without approval. (2311, 2511, 2211-Title 2610-SPED 1120-District 2711-Vocational 1151-1160-Activity)

Fund Number(s) _____

Approved with expenses indicated above Approved without expenses (no expenses indicated above)

Hotel Reservations/Prepay by Central Services Yes No (If yes, hotel information must be attached)

Supervisor/Principal Signature _____ Date _____

Upon completion send form to Human Resources

SECTION THREE (TO BE COMPLETED BY HUMAN RESOURCES)

Date Received at Human Resources: _____

SECTION FOUR (TO BE COMPLETED BY FUND DIRECTOR/DESIGNEE)

Approved Denied Reason for Denial: _____

Fund Director/Designee Signature _____ Date _____

SECTION FIVE (TO BE COMPLETED BY CHIEF FINANCIAL OFFICER)

Fund Verified Reservations Made CFO Signature _____ Date _____

SECTION SIX (TO BE COMPLETED BY HUMAN RESOURCES DIRECTOR)

Human Resources Director Signature _____ Date _____

VERY IMPORTANT:

- School secretary should attach copy of approved form to teacher/substitute payroll report when submitting payroll.
- School secretary should attach copy of approved form to travel reimbursement requests.

2026-2027

GEORGE COUNTY SCHOOL DISTRICT
OUT OF DISTRICT TRAVEL VOUCHER
REIMBURSEMENT REQUEST

Name: _____ School/Dept: _____

Destination _____ Purpose of Trip: _____

Expenditure Code (as shown on Prof. Leave Form): _____

Fund Director Approval (if applicable): _____

Supervisor Approval Date

The following Required Documents **must be** attached:

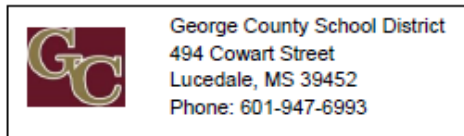
- Copy of your **approved** Professional Leave Application
- Proof of attendance at workshop or conference (example: name tag, copy of agenda...)
- Hotel receipt for overnight travel.
- Meals are reimbursed for actual expenses up to the maximum amount allowed for **overnight stay only**. One night = one day meals. **Original** meal receipts must be **itemized** and attached.
- For reimbursements other than meals, please attach proof of expenses (example: parking receipt, taxi receipt, car rental)
- Google map if requesting mileage reimbursement. (Mileage requested must be verified by map) Email verifying district vehicle availability status must be attached.

IMPORTANT: No refund for expenses will be paid after 60 days from date of travel.

TRAVEL DATE	LODGING AMOUNT	MEALS (overnight stay)	MILES	MILEAGE EXPENSE .725	LIST OTHER EXPENSES (taxi, baggage, airfare, etc.)	AMOUNT OF OTHER EXPENSES	TOTAL
				\$ 0.00			\$ 0.00
				\$ 0.00			\$ 0.00
				\$ 0.00			\$ 0.00
				\$ 0.00			\$ 0.00
				\$ 0.00			\$ 0.00
				\$ 0.00			\$ 0.00
				\$ 0.00			\$ 0.00
GRAND TOTAL:							\$ 0.00

I certify that all expenditures were incurred in the performance of school business. I also understand that I will not receive a paper check and I verify that my ACH deposit information has been submitted to the Business Office.

Employee Signature Date



PROFESSIONAL SERVICES CONTRACT

This Professional Services Contract ("Contract") is made and entered into between _____ ("Contractor") and the George County School District ("GCSD" or "District") for the period of _____, 20____ through _____, 20____ for an amount **not to exceed** \$ _____ as specified in Exhibit A.

List Budget Number(s): _____

Scope of Work and Compensation

During the Term, Contractor shall be paid a fixed fee to perform the services described on Exhibit "A" attached hereto. In no event shall this fee increase. However, the GCSD will always take advantage of price decreases. Such services shall be performed in a competent and professional manner, and in compliance with the terms and conditions set forth in the Contract.

WHEN DISTRICT FUNDS:

Attachment: Exhibit "A": Include detailed Scope of Work and Compensation

WHEN FEDERAL FUNDS:

If the life of the contract is:

-\$10,000 up to \$249,999.99 include: Contractors Request for Proposals that shows detailed Scope of Work, Compensation, Measurable Goals (at least 2 quotes required).

Contract Administrator

For all Contracts the department should name a Contract Administrator. The Contract Administrator shall be chosen prior to the beginning of the contract. The Contract Administrator will be responsible for the tasks, technical requirements, service performance, and verifying that payments are in compliance with the contract.

Personal Liability

Contractor acknowledges that the individual executing the Contract on behalf of the GCSD is doing so only in his/her official capacity. To the extent any provision contained in the Contract exceeds such authority, the Contractor agrees that it will not look to the individual in his/her personal or individual capacity or otherwise seek to hold the individual personally liable for exceeding such authority.

Independent Contractor

Based upon the Internal Revenue Code, the Contractor has been classified as an independent contractor and assumes all responsibility for reporting any earnings to Federal and State authorities where required by law and paying such taxes as may be required thereon. The contractor shall perform all services as an independent contractor and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the contractor with respect to third parties shall be binding on the GCSD.

No Third Parties

There are no other parties to this Contract. No obligations to third parties are provided herein, whether by the express or implied terms and conditions. Neither party shall be liable to any third party based upon this Contract, its terms and conditions, or a party's actions taken hereunder.

Entire Contract

The parties hereto acknowledge that this Contract constitutes the entire Contract of the parties with respect to the supplies or services described herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating hereto. No terms, conditions, understandings, usages of the trade, course of dealings or agreements, not specifically set out in this Contract or incorporated herein, shall be effective or relevant to modify, vary, explain or supplement this Contract.

Severability

If any part of this Contract is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the Contract, and to that end the provisions hereof are severable. In such an event, the parties shall amend the Contract as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

Insurance

(Applicable when the life of the Contract is in excess of \$25,000, or if requested by the District.)

In accordance with MS Code §31-5-51 (7), if entering into a formal contract which exceeds \$25,000.00, Contractor shall carry, pay for, and keep in force, with a company licensed to do business in Mississippi, certifying that it has appropriate and comprehensive insurance covering any incident arising from its operation. Policy shall name the George County School District as Additional Insured. Such insurance shall at a minimum, include the following types of insurance and coverage limits:

- 1.) Comprehensive Commercial General Liability – with limits not less than \$1 million each occurrence

- 2.) Workman's compensation as required by law and employer's liability with limits not less than \$500,000 per person per accident.
- 3.) Vehicle Liability – if vehicles or mobile equipment are used in the performance of the obligations. Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1 million per occurrence combined single limit.
- 4.) Cyber Liability if the performance of the obligations is for IT Contractor Services – with limits not less than \$2 million per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligation as is undertaken by Contractor in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of information, release of private information, alteration of electronic information, extortion, ransoms, and network security. The policy shall provide coverage for breach response costs, including but not limited to notification, as well as regulatory fines and penalties. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement. Contractor agrees to notify the District of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

Certificates of insurance shall state that thirty (30) days prior written notice will be given to the District before the policy may be canceled or changed. The official Certification of adequate insurance coverage shall be presented to the District within five (5) working days of notification of award of contract and shall list District as additional insured.

Assignment

Contractor shall not assign or subcontract in whole or in part, its rights or obligations under this Contract without prior written consent of the GCSD. Any attempted assignment without said consent shall be void and of no effect.

Authority to Contract

Contractor warrants (a) that it is a validly organized business with valid authority to enter into this Contract; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this Contract is not restricted or prohibited by any loan, security, financing, contractual, or other Contract of any kind, and (d) notwithstanding any other provision of this Contract to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Contract.

Modification or Renegotiation

This Contract may be modified only by written Contract signed by the parties hereto. The parties agree to renegotiate the Contract if federal and/or state revision of any applicable laws or regulations makes changes in this Contract necessary.

Public Records

Notwithstanding any other provisions, Contractor acknowledges that the terms of this Contract are subject to the Mississippi Public Records Act ("MPRA"), Mississippi Code Annotated §25-61-1 et seq. (1972, as amended). All disclosures by the District must be made in compliance with District policies and procedures established in accordance with the Mississippi Public Records Act, Miss. Code Ann. § 25-61-1 et seq.

GCSD Confidential Information

Contractor will: (a) hold Confidential Information in confidence and (b) use its best efforts to protect Confidential Information in accordance with the same degree of care with which it protects its own Confidential Information. The Contractor will promptly give notice to the District of any unauthorized use or disclosure of the District's Confidential Information. The Contractor agrees to assist the District in remedying any such unauthorized use or disclosure of the District's Confidential Information.

Personal or Student Data Privacy Terms and Provisions.

To the extent applicable to this service Contract, Personally Identifiable Information (PII) Data/Student Education Records, and other non-public Data shall not be shared, sold, distributed, made available, or otherwise used for any purpose outside of those absolutely necessary for the performance of the Contract. PII includes but is not limited to: The name, Name of the student's parent, if student, or any family members; Address; A personal identifier, such as a social security number, Driver's License or if student, student number, or biometric record; Other direct identifiers, such as the date of birth, place of birth, and mother's maiden name.

Data Breach Notifications

In the event of a suspected or confirmed security breach, compromise, or unauthorized access of PII or Student Education Records, Contractor will notify the GCSD in accordance with applicable state law or immediately and without unreasonable delay, whichever occurs sooner. In the event a Security Breach is confirmed, Contractor and the GCSD will work together to prepare and transmit notification(s) to the affected persons, the entire cost of which will be borne solely by Contractor. Contractor agrees to not send notice to persons affected by the breach pursuant to Mississippi Code § 74-24-29 or any other Federal or State law without first obtaining the GCSD's approval for such notice, which approval will not be unreasonably withheld.

Personal or Student Data Security Controls

To the extent applicable to this service Contract, Contractor will encrypt all PII, or Student Education Records, in transit over public networks and at rest in Contractor's systems. Contractor will also implement the following security measures for all accounts with access to PII or Education Records: (1) two-factor authentication; (2) individual and separate usernames and accounts; (3) logging of all access; (4) implementation of the principle of least privilege; and (5) criminal background checks to ensure the user(s) of such accounts have no felony convictions, convictions that indicate a lack of honesty, or are registered sex offenders. Contractor will also implement the following measures: (1) industry-standard physical security and access controls; (2) 24/7 recorded video surveillance of Contractor-owned, rented, or

leased premises where PII or Education Records are stored; (3) firewalls for all external data connections (4) backup of the PII and Education Records to at least one site separated geographically from the primary site by at least 250 miles; and (5) implementation of a procedure for regular and timely installation of all necessary software updates and patches on any systems storing or with access to PII or Education Records. Contractor shall contractually require that all subcontractors with custody of or access to PII or Education Records take and implement these same measures. Contractor shall allow the District to take whatever steps are reasonably necessary to verify the implementation of the measures contained in this section.

Return and Destruction of Personal or Student Data Destruction or Education Records.

Upon termination of the Contract for any reason, Contractor shall release and return all Education Records within ten (10) business days, in a CSV or other format usable by the District. Contractor shall be assessed a penalty of Five Thousand Dollars (\$5,000.00) per day payable to the District for each business day in excess of ten (10) days from termination that said Education Records are not returned, with no cap or limit as to the amount of such damages. To the extent applicable to this service Contract, Contractor will ensure that all Personally Identifiable Information and Education Records in its possession will be securely destroyed at the end of this Contract, e.g., data wiping, degaussing, or shredding.

FERPA

To the extent applicable to the service contract, the Contractor shall protect and maintain all records, information and data collected pursuant to the Contract in accordance with applicable state and federal laws and regulation, including without limitation, the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA"). To the extent applicable, Contractor is deemed a "school official" as defined by FERPA. The District retains exclusive ownership and direct control of all records subject to FERPA ("Education Records"). Specifically, and without limiting the generality of the foregoing, the Contractor shall protect and maintain any and all Personally Identifiable Information from Education Records of the District's students consistent with applicable FERPA regulations and shall fully cooperate with the District in any request for such information. Any provision of the Contract that conflicts with this paragraph is deleted.

Damages

Any damage or loss to the GCSD's property as a result of any action by the Contractor in the execution or performance of any item or service in this Contract, shall be repaired to the satisfaction of the GCSD Board of Education, at the Contractor's expense, within a reasonable time set forth by the GCSD.

Hold Harmless

Contractor agrees that it will, and hereby does, indemnify, defend and hold harmless GCSD from and against any and all claims, damages, losses, costs and expenses of every kind and nature, including court costs and attorney fees and claims for damages resulting from or arising out of any infringement claim or claim of bodily injury, death or damage to real or tangible personal property caused by Vendor and/or its partners, principals, agents, employees or subcontractors in the performance of this Contract. GCSD will promptly notify Contractor in writing of any claim to be indemnified hereunder, of which GCSD has knowledge, and Contractor in turn will promptly notify GCSD of any such claim. Contractor shall, at its sole expense, control the defense of such suit to the extent allowed by Mississippi law. The parties agree to cooperate with one another in the defense of any such matter.

Billing Information

A GCSD Purchase Order shall be issued for the services provided under this Contract. Payments to the Contractor shall be made only upon completion of services or per the scope of work. Detailed invoice(s) shall note the Purchase Order number and sent to George County School District, Attn: Accounts Payable, 5152 Main Street, Lucedale, MS 39452 or emailed to acctspayable@gcsd.us. All billing will be in accordance with MS Code §31-7-305. Payments will be made to contractor within 45 days from the date the invoice is received at the district office, provided all is satisfactory based on the Contract requirements. The invoice shall show complete details of services rendered. GCSD is exempt from sales and use tax. Exemption from sales tax is provided by statute of the law.

Compliance with Laws:

The Contractor understands that GCSD is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the Contractor agrees during the term of the Contract that the Contractor will strictly adhere to this policy in its employment practices and provision of services. The Contractor shall comply with, and all activities under this Contract shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

Governing Law

Contractor acknowledges that GCSD is a political subdivision of the State of Mississippi. Parties agree that this Contract is subject to Mississippi law and any provision of the Contract that is in direct conflict with any Mississippi law shall be deemed unenforceable. Any litigation with respect thereto shall be brought in the courts of George County, Mississippi. Contractor expressly agrees that under no circumstances shall GCSD be obligated to pay an attorneys fee or the cost of legal action to Contractor.

Notice

Any notice required or permitted to be given under this Contract shall be in writing and sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at their usual business address. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other of any change of address.

Extraordinary Circumstances

If either party is rendered unable, wholly or in part, by reason of strikes, accidents, acts of God, weather conditions or any other acts beyond its control and without its fault or negligence to comply with any obligations or performance required under this Contract, then such party shall have the option to suspend its obligations or performance hereunder until the extraordinary performance circumstances are resolved. If the extraordinary performance circumstances are not resolved within a reasonable period of time, however, the non-defaulting party shall have the option, upon prior written notice, of terminating the Contract.

Mutual Termination

The GCSD or Contractor may mutually agree to terminate this Contract. Payment shall be made for the services provided up to the agreed upon date of termination.

Termination for Convenience

The GCSD may, when interests of the GCSD so require, terminate the Contract in whole or in part, for the convenience of the GCSD. Payment shall be made for the services provided up to the agreed upon date of termination.

Termination for Cause/Non-Performance

In the event either party fails to comply with the terms and conditions of the Contract, the non-defaulting party shall give thirty (30) days written notice to terminate the Contract. The Contract shall then terminate thirty (30) days from the date of the written notice. The non-defaulting party may also pursue any remedy available within the laws of the State of Mississippi. Upon termination, all obligations of GCSD to make payments required hereunder shall cease.

Termination Due to Unavailability of Funds

It is expressly understood and agreed that the obligation of GCSD to proceed under this Contract is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of this Contract are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to GCSD, GCSD shall have the right upon ten (10) working days written notice to the Contractor, to terminate this Contract without damage, penalty, cost or expenses to the Contractor of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

Access to Records

The Contractor agrees that the GCSD, or any of its duly authorized representatives, at any time during the term of this Contract, shall have access to, and the right to examine any pertinent books, documents, papers, and records of Contractor related to Contractor's charges and performance under this Contract. Contractor shall maintain reasonable complete and accurate records of the operations associated with this Contract and all fees and expenses charged to GCSD, or paid on behalf of GCSD, with respect to goods and/or services secured by this Contract. The Contractor will retain such records for the period of the Contract plus three years from the ending date or termination of the Contract. All records, reports, and other information shall remain or become the property of the GCSD. This Contract does not give Contractor any rights, implied or otherwise, to data, content, or intellectual property, except as expressly stated in the Contract. This includes the right to sell or trade Data.

E-Verification Compliance

Contractor represents and warrants that it will ensure compliance with the Mississippi Employment Protection Act, Miss. Code Ann. §71-11-1 et seq. and shall register and participate in the status E-verification system for all newly hired employees.

Ethics: Gratuities and Kickbacks

By signing this Contract, the Contractor certifies that neither it nor any of its employees, representatives or agents have offered or given gratuities, in the form of entertainment, gifts or otherwise, to any director, officer or employee of the GCSD with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performing of this Contract. The right of Contractor to proceed may be terminated after notice and hearing, the GCSD determines that a Contractor, any agent, or other representative of Contractor gave or agreed to give, any employee in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, as listed in Miss Code Ann. 97-11-53.

Representation Regarding Contingent Fees:

By signing this Contract, the Contractor represents that it has not retained a person to solicit or secure a GCSD contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee.

Debarment or Suspension

By signing this Contract, the Contractor agrees that neither it nor its principals are currently debarred or suspended from entering into a contract with a federal department, any political subdivision, a governing authority, agency of the State of Mississippi, or any other state, and that it is not an agent of a person or entity that is currently debarred from entering into a contract with a federal department, any political subdivision, a governing authority, agency of the State of Mississippi, or any other state. If at any time during the term of the Contract the Contractor becomes debarred or suspended, you must notify the GCSD immediately.

Conflict of Interest

By signing this Contract, the Contractor certifies no involvement, financial or otherwise, that any member of the GCSD board of education, employee, officer or agent of the GCSD may have in the Contractor's organization. Contracts shall be in accordance with Miss Code Ann. §37-11-27.

Background Check and Fingerprint Screening When Working with Students

Student safety is a priority of the GCSD. Consequently, all Contractors working directly with students agree that such Contractors shall be prescreened and have a background check and fingerprinting screening. All such Contractors shall submit to fingerprint screening by the GCSD which shall bill the Contractor for the fingerprint screening. (The current rate for fingerprint processing is \$36.00; this rate may increase.) Contractors hereby acknowledge that until the GCSD has notified the Contractor that the fingerprint and background check has been completed to the satisfaction, in its sole discretion, of the GCSD, no contract with the GCSD may be approved. Further, Contractor agrees that if any disqualifying information is received by the GCSD from a background check and fingerprinting, any contract with Contractor is rendered null and void.

WHEN PAYMENT IS MADE USING FEDERAL FUNDS

The GCSD must disclose, in writing, any potential conflicts of interest to the Federal awarding agency, i.e., MDE. [\(§200.112\)](#)

Mandatory Disclosures (§200.113)

The GCSD must disclose to the Federal awarding agency, i.e. MDE, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.

FEDERAL GOVERNMENT REQUIRED CONTRACT PROVISIONS

By signing this Contract, the Contractor agrees to all applicable federal laws, rules regulations, including without limitation any and all requirements of contractors, subcontractors, materialmen, suppliers pertaining to employees, wages, labormen, workforce issues, minority and disadvantaged businesses, environmental and safety standards, monitoring and reporting, limitations on the use of certain telecommunications and video surveillance equipment, anti-lobbying, applicable requirements of the Purple Book, all requirements of **Appendix II to 2 CFR Part 200**, and any other requirements, obligations or limitations imposed by Laws on Contractor or Owner with regard to the Work.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards: (Appendix II to Part 200)

The Parties agree that any and all federal laws that are required to be included in this Contract are incorporated by reference herein and made a part of this Contract. Contractor, as part of its obligations under this Contract and for no additional cost, agrees to cooperate with and provide necessary documentation and/or information reasonably requested by the GCSD for purposes of satisfying any monitoring or reporting requirements imposed by federal laws. Invalidation of any portion of this Contract under the United States shall not affect the validity of the remainder of this Contract.

The parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

IN WITNESS WHEREOF, the George County School District and the Contractor, have executed this Contract as of the day and year first set forth above.

George County School District
494 Cowart Street
Lucedale, MS 39452

Business Name/Contractor

Address: _____

GCSD Authorized Signature

Taxpayer Identification Number

Title

DUNS Number (DUNS # & Actively Registered in SAM.gov is required if \$25,000 or greater for FY

Date

Contractor's Authorized Rep. (Print Name)

GCSD Contract Administrator Signature

Contractor's Authorized Rep. Signature

Title

Title

Date

Date

GCSD Superintendent Approval

Date

CONTRACTOR QUESTIONNAIRE:

- 1.) Are you currently an employee of the GCSD? Yes _____ No _____. If yes, payment must be made through payroll, not accounts payable.
- 2.) Are you a retiree of PERS? Yes _____ No _____. If yes, contact PERS for information needed to be approved as an independent contractor. The PERS approval letter must be with the Agreement before it can be fully executed. This is required every fiscal year.
- 3.) Do the services provided in this Scope of Work require that you work directly with students, as stated above in the Background Check and Fingerprint Screening When Working with Students? Yes _____ No _____. If yes, by signing this Agreement, the Contractor agrees to a background check and fingerprint screening procedures as mentioned above.
- 4.) Have you ever been terminated, dismissed, or asked to leave employment due to any arrests, charges, or allegations that involved sexual/physical abuse or molestation? Yes _____ No _____

When the life of Contract is \$5,000 or over, work cannot begin until approval by the GCSD Board of Education and the Contract has been fully executed.



**George County School District
Contract (Agreements) Review Checklist**

BASIC CONTRACT INFORMATION	Yes	No
1. I have read the entire Contract, including all attachments, exhibits, and/or appendices.	Yes	No
2. Is the correct name of each party included?	Yes	No
Length of Contract	Yes	No
3. Does the Contract have a start date and end date? (either a specific date or when signed)(there should be an expiration date, even if there is a provision for renewal) Contact Vendor to Remove Automatic Renewals	Yes	No
Other Contract Terms	Yes	No
4. Do the terms and conditions of the Contract accurately reflect the final agreements, understandings, and negotiations of the parties?	Yes	No
5. Are there any other agreements – verbal, written, or otherwise – made that are not included in the Contract?	No	Yes
6. Are the service/goods/obligations accurately and thoroughly defined?	Yes	No
7. Is the District able to fulfill the obligations set forth in the Contract?	Yes	No
8. Does the Contract contain the correct point of contact for any notices?	Yes	No
Payment (if applicable)	Yes	No
9. Is the total dollar amount the District will receive or pay specifically stated and accurate?	Yes	No
10. Is the method and timing of payment accurately described (payment due within 45 days or less)?	Yes	No
11. Did the contract require a bid process or quotes?	No	Yes
12. Are any amounts due prior to receipt of goods or services?	No	Yes
Litigation (if applicable)	Yes	No
13. Does the contract include arbitration? (If so, this provision must be removed)	No	Yes
14. In the event of litigation, is the venue in Mississippi (preferably George County) or other jurisdiction located within the State of Mississippi?	Yes	No
Federal Programs (if applicable)	Yes	No
15. Contracts over \$250,000 must address administrative, contractual, or legal remedies in instances where the contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate	Yes	No
16. All contracts in excess of \$10,000 must address termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement.	Yes	No



Federal Programs (Construction)	Yes	No
17. Includes Equal Employment Opportunity clause	Yes	
18. Includes Davis-Bacon Act clause	Yes	
19. Includes Contract Work Hours and Safety Act clause	Yes	
20. Includes Rights to Invention Made Under Contract or Agreement Clause	Yes	
21. Includes Debarment and Suspension clause	Yes	
22. Includes Byrd Anti-Lobbying Amendment clause	Yes	

2026-2027

GEORGE COUNTY SCHOOL DISTRICT REQUEST FOR CAFETERIA STARTUP CHANGE

Requested by: _____ Date _____

<u>FUND:</u>	<u>AMOUNT:</u>
2110-104-0000-000-000-04	_____
2110-104-0000-000-000-06	_____
2110-104-0000-000-000-08	_____
2110-104-0000-000-000-12	_____
2110-104-0000-000-000-14	_____
2110-104-0000-000-000-16	_____
2110-104-0000-000-000-18	_____
2110-104-0000-000-000-24	_____
Total Amount Requested:	0.00 _____

Approved By _____
Child Nutrition Director's
Signature

<u>Received by:</u>	
<i>I understand that I am responsible for the safeguarding of these funds until they are deposited according to district procedures.</i>	
Change Custodian Name: _____	Signature _____
	Date _____

Date Redeposited _____ Receipt # _____

2026-2027



GEORGE COUNTY SCHOOL DISTRICT
QUOTE REQUEST FOR CONSTRUCTION/REPAIR
Between \$5,000 but not more than \$75,000

Company: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Authorized Signature: _____

Project: _____ Date: _____

Effective July 1, 2022, SB2371 provides the following in §31-7-13: Any quoted item for construction/repair in excess of \$5,000, but not more than \$75,000, shall be broken down by components to provide detail of component description and pricing. Component meaning, parts of the project of which the whole quote is comprised. The components shall include parts, materials, labor, miscellaneous, etc. If there is a detailed Scope of Work and/or drawing, please include with your quote.

Example: If quoting 1,000 yards of carpet for a total of \$20,000, your list should look something like this:
 Carpet Materials: 1,000 s.y. @\$15/yard. = \$15,000
 Labor and Misc. Items: 1,000 s.y. @ \$5/yard. = \$5,000

Itemized detailed quote is required:

- Yes No 1) Is itemized quote with each component broken down by description and price?
 Yes No 2) Proof of General Liability Insurance coverage, not less than \$1,000,000

If quote is \$25,000 or more, the awarded vendor shall provide above items and also submit the following:

IF AWARDED, WILL YOU INCLUDE THE FOLLOWING?

- Yes No 1) Performance Bond (§31-5-51)
 Yes No 2) Payment Bond (§31-5-51)
 Yes No 3) Workers Comp – Per Code § 71-3-5, Workers Comp is only required for Companies with over 5 employees.
 Yes No 4) Scope of Work/Drawing, if applicable

IF NO, EXPLAIN: _____

If quote is \$50,000 or more the awarded vendor shall provide above items and also submit the following:

- Yes No 1) Certificate of Responsibility (§31-3-21)

QTY	DESCRIPTION AND SCHEDULE OF VALUES OF EACH COMPONENT - BROKEN DOWN & ITEMIZED IN DETAIL. (List cost for each: Parts-Supplies-Materials-Labor-Misc.)	UNIT PRICE	TOTAL
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

If awarded, the above requirements must be submitted to GCSD BEFORE proceeding with work.