BALTIMORE COUNTY PUBLIC SCHOOLS

Career and Technology Education Funding Guideline Booklet

2018-2019

Consumable Funds
Perkins Grant Funds
Funding Substitutes
Conference Procedures
EXPENDITURE/PURCHASING GUIDELINES

**REMINDER – PERMISSION FROM THE CTE OFFICE IS REQUIRED BEFORE SPENDING CONSUMABLE OR PERKINS FUNDS**

Expenditure/Purchasing Deadlines:

- **Federal (Perkins) Funding**
  - November 16, 2018 – Funds for textbooks, instructional materials, software, and equipment expenditures.

- **Formula (Consumables) Funding**
  - November 16, 2018 – 75% of consumable funds should be spent (with the exception of perishable items for approved CTE programs).
  - February 15, 2018 – Last day for non-perishable expenditures.
  - Access to these funds will no longer be available once the appropriate CTE supervisor has closed out the remainder of available funds after the above deadline dates.
<table>
<thead>
<tr>
<th>EXPENDITURE METHOD</th>
<th>CONSUMABLES</th>
<th>PERKINS GRANT</th>
</tr>
</thead>
</table>
| eSchoolMall (eSM)  | 1. Refer to the CTE easyPurchase Quick Guide booklet (found on eSM website under “Publications” tab).  
2. Check on dynamic links for items if not available on ‘All’ search.  
3. If the item is not available through eSM or contracted vendors on BCPS Bid Board, **print screenshot showing item is not available**, then proceed with the appropriate expenditure method below (Procurement Card or PO) | N/A           |
| Procurement Card   | 1. Obtain vendor quote or copy of online order for non-perishable items  
2. Complete “Consumable Funds Expenditure Request” (see page 5)  
3. Follow school procedures for approval and processing  
4. **Fax quote and eSM search with (0) values** for approval and processing.  
5. Be sure not to pay tax | N/A           |
| Purchase Orders    | 1. Obtain quote(s) including shipping cost  
2. Complete purchase requisition form including CTE program name (see sample on page 10)  
3. Follow school procedures to process POs. Obtain the principal’s signature in the body of the PO  
4. **Fax** to the CTE office for approval and processing. Be sure to include quotes and screenshot of eSchoolMall search showing item not available.  
5. **Mail originals** to the CTE office for processing and approval. | 1. Obtain quote(s) including shipping cost  
2. Complete purchase requisition form. Include name of the program as well as the words PERKINS GRANT. (See sample on page 10). Leave account string blank.  
3. Follow school procedures to process POs. Obtain the principal’s signature in the body of the PO  
4. **Mail originals** to the CTE office for processing and approval. | |
| Dept. of Technology - “Service Invoice” or “Parts/Supplies Invoice” | Contact CTE program supervisor for pre-approval. | Contact CTE program supervisor for pre-approval. |

**BCPS Bid Board URL:** [Office Of Purchasing](#)

**Keep copies of requests and quotes. Creating a spreadsheet to track expenditures is recommended.**  
Contact the CTE office if products have not been received within 6 weeks of placing the order.

*Please refer to the CTE easyPurchase Quick Guide for additional information. The guide can be found on the eSchoolMall website under the “Publications” tab.*
The role of the CTE school staff is to spend allocated consumable funds for their intended purpose, track expenditures, and maintain accurate account balances.

The role of the CTE office staff is to approve expenditures and monitor spending of allocated consumable funds for their intended purpose.

Purchasers should be sure no tax has been paid before submitting procure statements. It is the responsibility of the purchaser to resolve any tax issues.

Please call the appropriate CTE staff member below for any questions.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Grubbs</td>
<td>Career and Technology Education</td>
</tr>
<tr>
<td>(Coordinator) 443-809-9591</td>
<td></td>
</tr>
<tr>
<td>Jacquetta Higgins</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td>443-809-8921</td>
<td></td>
</tr>
<tr>
<td>Nicole Taylor</td>
<td>Fiscal Assistant</td>
</tr>
<tr>
<td>443-809-8921</td>
<td></td>
</tr>
<tr>
<td>Michael Bennett</td>
<td>JROTC</td>
</tr>
<tr>
<td>443-809-8921</td>
<td></td>
</tr>
<tr>
<td>Robin Bowden</td>
<td>Technology Education</td>
</tr>
<tr>
<td>443-809-8921</td>
<td></td>
</tr>
<tr>
<td>MiVida Parham</td>
<td>Technical Programs</td>
</tr>
<tr>
<td>443-809-8927</td>
<td></td>
</tr>
<tr>
<td>Kara Lynch</td>
<td>Business Education</td>
</tr>
<tr>
<td>443-809-8924</td>
<td></td>
</tr>
<tr>
<td>Alicia Fales</td>
<td>School to Career Transition</td>
</tr>
<tr>
<td>443-809-8924</td>
<td></td>
</tr>
</tbody>
</table>

Note: Consumable funds are allocated to the school’s 0004 activity (materials and computer software), but these funds may be used in 0005 activity (software licenses & contracted services) with approval from the program supervisor.

Schools should reserve some of the 0004 activity consumable funds for equipment repairs using contracted services 0005 funds in CTE programs with frequent repair needs (e.g., culinary arts, automotive, etc.). Needs should be estimated by reviewing repair expenditures for the prior two years.
• Account Codes for 0004 Activity – Consumables-Instructional Materials/Software.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Unit</th>
<th>Object</th>
<th>Activity</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>* School #</td>
<td>2135</td>
<td>3507 or 3508</td>
<td>0004</td>
<td>0401</td>
</tr>
</tbody>
</table>

*See p. 8 - “Purchase Order Code Reference Sheet” for School Department #.

3028 – Textbooks (Soft Cover) - Softback textbooks are eligible for CTE consumable funds; hardback textbooks are not eligible.

3145 – Subscriptions (e.g. printed magazines)

3146 - Digital Subscriptions

3507 - Instructional Materials and Supplies – Items under $400 to be used by students over a one- or two-year period (i.e., CTE program-specific items such as food, small power tools, etc.). For specialty, higher-cost consumables, contact the appropriate supervisor for approval before submitting. General office supplies should be avoided.

3508 - Computer Software (CD/DVD) – BCPS-approved software that is updated every one or two years to keep up with business/industry standards. If a purchase order has more than one object code (e.g., instructional materials-3507 and software-3508), include both objects’ 4-digit numbers and subtotals, including a shipping breakdown for each item in the purchase order; otherwise, the purchase order will be returned for clarification.

• Account Codes for 0005 Activity – Contracted Services and Software Licenses

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Unit</th>
<th>Object</th>
<th>Activity</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>* School #</td>
<td>2135</td>
<td>2834 or 2851</td>
<td>0005</td>
<td>0401</td>
</tr>
</tbody>
</table>

2834 – Contracted Services/Repairs

2851 – Site Licenses

4840 – Professional Dues (for CTSO i.e. FBLA, DECA, SkillsUSA, and FFA)

• After approval from the school principal is granted, contact the CTE program supervisor for repair or site/seat license approval for consumable funds.

Adherence to these guidelines will ensure effective use of resources. Please contact the CTE supervisor or fiscal assistant for processing assistance.
Career and Technology Education
CONSUMABLE FUNDS EXPENDITURE REQUEST
2018-2019
Procurement Card Charges – Request Hold-Back Money for Repairs
Fax request and vendor quote to CTE office at 410-821-1719.

PLEASE PRINT
☐ I have checked this item on cSM and Bid Board [if checked, attach corresponding documentation]

DATE: _____________ FROM: School Name: ____________________________

CTE Completer Program: ___________________________ Requesting Teacher: __________________________

Dept. Chair/Team Leader: ___________________________ CTE Supervisor: __________________________

School Fax Number: ___________________________ School Phone Number: __________________________

Vendor: ___________________________ Vendor Phone Number: __________________________

Typed Quote #: ___________________________ Vendor Contact Person: __________________________

Use the following approved account string: 1000 - 2135 - 000 - 0401

School Fiscal Assistant’s Signature: ___________________________ Date: __________________________

Total purchase request, plus shipping/delivery charge-NO SALES TAX: $________________________
(Include vendor quote on company letterhead. Quotes must total $1,000 or less for procurement card purchases.)

School Administrator’s Approval: ___________________________ Date: __________________________

CAREER AND TECHNOLOGY EDUCATION OFFICE APPROVAL

Fiscal Assistant: ___________________________ Date: __________________________

Supervisor’s Signature: ___________________________ Date: __________________________

Coordinator’s Signature: ___________________________ Date: __________________________

Date & Time Faxed to School: ___________________________

Notes: ______________________________________

SCHOOL RECORDS

When approval is received, process the order using the school’s procurement card. Follow BCPS procedures for processing these expenditures and maintaining records.

Ordered By: ___________________________ Date: __________________________

Vendor Representative: ___________________________ Charge Amount: $________________

Receipt Received: ___________________________ Date: __________________________

If the actual charge amount is different than the approved amount, please send an email to the fiscal assistant (see chart on page 3).
CONFERENCE PROCEDURES

CTE Supervisor Approval – Seek written approval from CTE supervisor first (email or memo).

Note: The procedures for conferences on the link below may be modified by the CTE office for groups attending conferences.

Overnight Travel Approval Form (In or Out of State) - This form must be completed 4 weeks prior to the early bird deadline of the conference or a minimum of 6 weeks before the conference.

- Complete this document in its entirety, including total costs of transportation, per diem, housing, and registration. Overnight Travel Approvals and arrangement information can be found by clicking on the following URL:
  [BCPS Accounting Office](https://intranet.bcps.org/offices/accounting/)

- The original Overnight Travel Approval form must be sent to the CTE office via interoffice mail with a principal’s signature.

- The completed and signed approval form should accompany all purchase orders and reimbursements.

BCPS current process for conference procedures can be found at the following URL: [BCPS Overnight Travel Guidelines](https://intranet.bcps.org/offices/accounting/pdf/Overnight-Travel-Guidelines.pdf)

For additional information on expense reimbursement see BCPS Rule 3126 available at: [BCPS Expense Reimbursement Rule 3126](http://www.bcps.org/system/policies_rules/rules/3000Series/RULE3126.pdf)
Career and Technology Education

Journal Entry Form for Substitute Teachers
2018-2019

Teacher: If you have been approved by your supervisor to acquire a substitute, the fiscal assistant should pay the substitute through the school’s account and forward this form to the CTE office for reimbursement.

School Name: ___________________________  School Number: ________

Person Preparing: ____________________________

Date: ____________________________

In order for your school to be reimbursed for a substitute teacher, please fill out the following information:

Teacher’s Name: ____________________________

Substitute’s Name: ____________________________

Amount for Substitute (Check One):

___ $91.00 (Degreed)
___ $71.50 (Non-degreed)

Account string to be reimbursed (Substitute Account):

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Unit</th>
<th>Object</th>
<th>Activity</th>
<th>Function</th>
</tr>
</thead>
</table>

Date of Teacher Absence: ____________________________

Reason for Teacher Absence: ____________________________

CTE Supervisor’s Name ____________________________

Please note that the name of the substitute is not required. An account code is needed so that a journal entry can be made to reimburse the school. This is an eight-digit number (your fiscal assistant should know which codes to use). If you have any questions please call CTE Office.

PLEASE RETURN THIS FORM TO YOUR SUPERVISOR IN THE CTE OFFICE WITHIN TWO WEEKS OF RETURNING FROM APPROVED ABSENCE.
## Purchase Order Code Reference Sheet

<table>
<thead>
<tr>
<th>High School</th>
<th>Department #</th>
<th>Location Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catonsville</td>
<td>576</td>
<td>0174</td>
</tr>
<tr>
<td>Chesapeake</td>
<td>584</td>
<td>1574</td>
</tr>
<tr>
<td>Dulaney</td>
<td>472</td>
<td>0872</td>
</tr>
<tr>
<td>Dundalk</td>
<td>585</td>
<td>1273</td>
</tr>
<tr>
<td>Eastern</td>
<td>535</td>
<td>1575</td>
</tr>
<tr>
<td>Franklin</td>
<td>563</td>
<td>0472</td>
</tr>
<tr>
<td>G.W. Carver</td>
<td>471</td>
<td>0975</td>
</tr>
<tr>
<td>Hereford</td>
<td>473</td>
<td>0772</td>
</tr>
<tr>
<td>Kenwood</td>
<td>586</td>
<td>1572</td>
</tr>
<tr>
<td>Lansdowne</td>
<td>577</td>
<td>1371</td>
</tr>
<tr>
<td>Loch Raven</td>
<td>474</td>
<td>0973</td>
</tr>
<tr>
<td>Milford Mill</td>
<td>564</td>
<td>0271</td>
</tr>
<tr>
<td>New Town</td>
<td>790</td>
<td>0473</td>
</tr>
<tr>
<td>Overlea</td>
<td>536</td>
<td>1473</td>
</tr>
<tr>
<td>Owings Mills</td>
<td>565</td>
<td>0452</td>
</tr>
<tr>
<td>Parkville</td>
<td>537</td>
<td>0972</td>
</tr>
<tr>
<td>Patapsco</td>
<td>587</td>
<td>1272</td>
</tr>
<tr>
<td>Perry Hall</td>
<td>538</td>
<td>1171</td>
</tr>
<tr>
<td>Pikesville</td>
<td>566</td>
<td>0371</td>
</tr>
<tr>
<td>Randallstown</td>
<td>567</td>
<td>0272</td>
</tr>
<tr>
<td>Sollers Point</td>
<td>588</td>
<td>1274</td>
</tr>
<tr>
<td>Sparrows Point</td>
<td>589</td>
<td>1573</td>
</tr>
<tr>
<td>Towson</td>
<td>475</td>
<td>0971</td>
</tr>
<tr>
<td>Western</td>
<td>578</td>
<td>0175</td>
</tr>
<tr>
<td>Woodlawn</td>
<td>579</td>
<td>0172</td>
</tr>
</tbody>
</table>
PURCHASE ORDER BID PROCEDURES

ALL CTE PROGRAMS

In accordance with revised state law, effective July 1, 2006, the threshold for requiring bids has increased to $25,000. This applies to any purchase of a single item or for an annual system-wide purchase for the same item. If no current approved contract exists for the item(s), follow these steps:

• If a purchase is less than $15,000 get one written quote. Complete a purchase requisition, attach the vendor quote(s), and forward to the program’s CTE supervisor.

• If a purchase is greater than $15,000 and less than $25,000 get two written vendor quotes. Complete a purchase requisition, attach the vendor quotes, and forward to the CTE program’s supervisor.

• If any purchase is anticipated to be more than $25,000 contact the CTE program’s supervisor immediately for assistance in following the bid process.
REQUISITION ORDER

BILL TO
ACCOUNTS PAYABLE
BALTIMORE COUNTY PUBLIC SCHOOLS
6901 Charles Street
Bldg. E
Towson, Maryland 21204

PURCHASE ORDER NO.

VENDOR (NAME, ADDRESS and FAX NUMBER)

SHIP TO
School/Office
Attention
Address
City, State, Zip
Telephone

FISCAL YEAR
2018

VENDOR NO.

DELIVERY DATE

THIS REQUISITION MUST BE ACCOMPANIED BY AT LEAST ONE VENDOR QUOTATION

<table>
<thead>
<tr>
<th>Line</th>
<th>Commodity Code and Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Principal’s Signature    Date

CTE Supervisor’s Signature  Date

Go to http://intranet.bcps.org/offices/purchasing/forms/

ANONYMOUS FRAUD TIP LINE 410-887-5517 (To report fraud, waste or abuse of school resources)

IF USING OPERATIONAL FUNDS AND NOT A GRANT, USE PROCUREMENT CARD FOR PURCHASES TOTALING $1,000 OR LESS.

SUBTOTAL (this sheet) $0.00
SUBTOTAL (additional sheets) $0.00
SUBTOTAL (all sheets) $0.00

ENTER % DISCOUNT, IF APPLICABLE

SHIPPING

TOTAL $0.00

ACCOUNT INFORMATION

Enter account information and amount in space below:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Unit</th>
<th>Object</th>
<th>Activity</th>
<th>Function</th>
<th>Amount</th>
</tr>
</thead>
</table>

GRAND TOTAL

EXEMPTION NUMBERS:
Maryland Sales Tax: 3000-111-0
Federal Excise Tax: 52-75-0449K
Federal Identification Number: 52-6000886

**ADD APPLICABLE SHIPPING CHARGES IN AMOUNT(S) ENTERED ABOVE.

<< PRINTED NAME >>

<< SIGNATURE / DATE >>

Account Manager

Office of Purchasing

YES

PLEASE SELECT "YES" OR "NO" FROM THE DROPOUT BOX AT THE LEFT TO INDICATE IF YOU WANT THIS PURCHASE ORDER SENT TO THE VENDOR.
FAQs/Common Mistakes

- **eSchoolMall (eSM):** Purchases must go through eSM if the item is available there. Use dynamic links whenever possible, as well as a variety of terms when searching for items. Multiple vendors may be included on the same eSM requisition. Once an item is confirmed to be unavailable, printouts of the search must be submitted for verification.

- **Expenditure Document:** If the purchase total is $1,000 or less and a credit card is being used, submit the *Expenditure Request Form*. If the purchase total is over $1,000 use a Purchase Order.

- **Expenditure Request:** An electronic version of the Consumable Funds Expenditure Request form is available on the CTE office intranet site found at the following URL: [CTE Office intranet site](https://intranet.bcps.org/offices/cte/)

- **Tax:** Purchases are MD Sales Tax Exempt. Ensure that all quotes, invoices, and receipts do not include tax. Any that do include tax cannot be processed and will be returned to you for removal of the tax.

- **Shipping:** Be sure to confirm shipping costs, as these must be added to the quote.

- **Signatures:** Requests without proper signatures (i.e. school administrator and fiscal assistant) will be rejected.

- **Program Specification:** Be sure to identify which program area the purchase is for, and the area from which the funding is being drawn, especially if the purchaser oversees multiple areas.

- **Deadlines:** Spend funds in a timely manner. Late requests will not be honored.