

# TABLE OF CONTENTS

## Management Support - Series 6000

### Financial Planning and Management

Program Planning, Budget Preparation, Adoption and Implementation .....	6000
Procedures .....	6000P
Fiscal Year .....	6010
System of Funds and Accounts .....	6020
Procedures .....	6020P
Interfund Loans .....	6021
Financial Reports .....	6030
Expenditures in Excess of Budget .....	6040

### Revenues

Revenues from Local, State and Federal Sources .....	6100
Procedures .....	6100P
District Fundraising Activities .....	6102
Procedures .....	6102P
Tuition .....	6111
Rental or Lease of District Property .....	6112
Rental of Musical Instruments .....	6113
Gifts .....	6114
Procedures .....	6114P
Uncollected Tax Revenue .....	6119
Investment of Funds .....	6120

### Purchasing

Purchasing: Authorization and Control .....	6210
Procedures .....	6210P
Charge Cards .....	6212
Reimbursement for Travel Expenses .....	6213
Procedure .....	6213P
Voucher Certification and Approval .....	6215
Procedures .....	6215P
Reimbursement for Goods and Services: Warrants .....	6216
Bid Requirements .....	6220
Procedures .....	6220P
Relations with Vendors .....	6230
Food and Beverage Consumption .....	6240
Procedures .....	6240P
Cellular Telephones .....	6250

### Risk Management

Risk Management .....	6500
Procedures .....	6500P
Safety .....	6510
Procedures .....	6510P
Staff Safety .....	6511
Procedures .....	6511P
Infection Control Program .....	6512
Procedures .....	6512P
Workplace Violence Prevention .....	6513
Procedures .....	6513P
Insurance .....	6530

Student Insurance.....	6535
School District's Responsibility For Privately-owned Property.....	6540
<b>Property and Data <i>and Records</i> Management .....</b>	<b>6570</b>
Procedures.....	6570P
Sexual Harassment.....	6590
Procedures.....	6590P
<b>Transportation</b>	
Transportation.....	6600
Procedures.....	6600P
Student Safety Walking to School and Riding Buses.....	6605
Procedures.....	6605P
Video Cameras on School Buses .....	6608
Procedures.....	6608P
Special Transportation .....	6620
Private Vehicle Transportation .....	6625
Driver Training and Responsibility .....	6630
School Owned Vehicles.....	6640
Contracting for Transportation Services.....	6690
<b>Food Services</b>	
Nutrition and Physical Fitness .....	6700
Procedures.....	6700P
<b>School Property</b>	
Operations and Maintenance of School Property .....	6800
Capital Assets/Theft-Sensitive Assets .....	6801
Energy Management/Education.....	6810
Disposal of Surplus Equipment and/or Materials .....	6881
Procedures.....	6881P
Sale of Real Property .....	6882
Closure of Facilities .....	6883
State Environmental Policy Act Compliance .....	6890
Pesticide Notification, Posting and Record Keeping.....	6895
Procedure .....	6895P
<b>Capital Projects</b>	
Facilities Planning.....	6900
Site Acquisition.....	6905
Construction Financing.....	6910
Construction Design.....	6920
Educational Specifications.....	6921
Procedures.....	6921P
Energy Conservation.....	6923
Architect and Engineering Services.....	6925
Procedures.....	6925P
Contractor Assurances, Surety Bonds and Insurance .....	6950
Maintenance of Records .....	6955
Change Orders .....	6957
Acceptance of Completed Project.....	6959
Naming Facilities.....	6970
Procedures.....	6970P
Works of Art .....	6971

**Date: 04.98; 05.02; 12.03; 04.06; 6.08; 02.10**