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DEPARTMENT OF BUSINESS AFFAIRS

Lincoln Public Schools 5901 O Street Box 82889 Lincoln, NE 68501-82889 (402) 436-1636

TO: **ADMINISTRATORS AND OFFICE PERSONNEL**
FROM: Mark Shepard, Associate Superintendent for Business Affairs
RE: 2008-09 Business Affairs Bulletins
DATE: July 28, 2008

For your convenience and to allow you access to up-to-date bulletins, the 2008-09 Business Affairs Bulletins are now posted in the Business Affairs section of the LPS webpage. Feel free to make copies for your location off the website as we will not be sending out printed sets. Please review these bulletins with all applicable staff and refer to them when necessary during the school year. **If paper copies were made, discard all your previous year's bulletins**. If corrections are necessary, we will send an email message when changes are made so you are aware of the revisions.

Pay dates for 2008-09 (Please Post)

BA2	Tax Sheltered Annuity Program
BA3	Tuition – Procedures
BA4	Field Trip Charges
BA5	Playground and Outdoor Athletic Equipment
BA6	Procedure for Controls Over WINSNAP System Liability
BA7	Procedures for Handling Money
BA8	Procedures for Handling Lunchroom Money
BA9	Commuting and Mileage Reimbursement
BA10	Purchase of Gift Certificates and Giving Personal Gifts
BA11	Change Funds and Petty Cash
BA12	Repair and Maintenance of Equipment
BA13	Lincoln Transportation System (LTS) Bus Passes for Students
BA14	Gift Reporting Procedure
BA15	Delivery Schedules
BA16	Rebinding Procedures
BA17	Insuring "Art Objects"
BA18	Ordering Procedures
BA19	Web Linking Agreement
BA20	Business Travel Arrangements and Reimbursement
BA21	Repair Request
BA22	Facility Alteration Request
BA23	Activity Fund Policies and Procedures
BA24	Criteria for and Reporting of Equipment That Is On Loan

BA25	Meal Purchases with District Funds
BA26	Reimbursements to Staff and Students
BA27	Hazardous Material Purchases
BA28	Building Keys and Security
BA29	Payment and Collection of Sales Tax
BA30	Credit Card Purchases
BA31	Vending Machine Sales
BA32	Ordering Desktop Nameplates
BA33	School Funds Accounting System
BA34	Account Number Structure
BA35	$225 “Enhancement Fund” Procedures
BA36	Industrial Technology and Family and Consumer Sciences Procedures
BA37	Contracting With Consultants and Other Service Providers
BA38	Indoor Air Quality for Schools (Mold Guidelines)
BA39	District Cell Phones
BA40	Blanket Order Procedures
BA41	School Site or Facility Modifications Funded by Sources Other Than LPS Funding
BA42	Investments
BA43	Accounting Procedures