

**APPALACHIAN REGIONAL COMMISSION  
OFFICE OF INSPECTOR GENERAL**

**AUDIT OF GRANT AWARD  
Bevill State Community College  
Jasper, Alabama**

**Final Report Number: 18-31  
Grant Number: AL-16924  
August 2018**

**Prepared by:**

**Leon Snead & Company, P.C.**



**LEON SNEAD  
& COMPANY, P.C.**

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August 14, 2018

Appalachian Regional Commission  
Office of the Inspector General  
1666 Connecticut Avenue, N.W.  
Washington, DC 20009

Leon Snead & Company, P.C. completed an audit of grant number AL-16924 awarded by the Appalachian Regional Commission (ARC) to Beville State Community College (BSCC). The audit was conducted at the request of the ARC, Office of Inspector General, to assist the office in its oversight of ARC grant funds.

The audit objectives were to determine whether: (1) program funds were managed in accordance with the ARC and Federal grant requirements; (2) grant funds were expended as provided for in the approved grant budget; (3) internal grant guidelines, including program (internal) controls, were adequate and operating effectively; (4) accounting and reporting requirements were implemented in accordance with generally accepted accounting principles (or other applicable accounting and reporting requirements); and (5) the matching requirements and the goals and objectives of the grant were met.

Overall, BSCC's financial management and administrative procedures and internal controls were adequate to effectively manage and account for the funds provided under the ARC grant. We determined that BSCC had established adequate processes and procedures for accounting for ARC funds and recording data related to the overall goals of the grant. Performance measures to date were either met or on track. However, we identified a couple areas that require management attention. There were problems throughout the grant period with the accuracy and content of financial reports. In addition, both interim and final financial and project reports were late being submitted. Also, we questioned \$7,621 of the expenditures charged to the grant because they were not properly supported.

These matters and the corresponding recommended corrective actions are discussed in the Findings and Recommendations section of this report. A draft report was provided to BSCC on July 23, 2018, for comments. BSCC provided a response to the report on August 10, 2018. The comments are included in their entirety in Appendix I.

Leon Snead & Company appreciates the cooperation and assistance received from BSCC officials during the audit.

Sincerely

*Leon Snead & Company, P.C.*  
Leon Snead & Company, P.C.

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## Background

Leon Snead & Company, P.C. completed an audit of grant number AL-16924 awarded by the Appalachian Regional Commission (ARC) to Beville State Community College (BSCC) in Jasper, Alabama. The audit was conducted at the request of the ARC Office of Inspector General to assist the office in its oversight of ARC grant funds.

The grant provided ARC funding to support BSCC in operating the Alabama Appalachian Higher Education (AAHE) Center and implementing a project to improve the post-secondary education levels in distressed areas of six Western Alabama counties. The project included awarding small sub-grants to qualifying high schools in those counties to support activities intended to increase the number and rate of students attending college. The grant was amended later to include technical education to increase student awareness of opportunities for high-skill jobs not requiring a bachelor's degree. The center director administered the ARC grant and project, which included training participating school staff, attending local events, monitoring and approving grant expenditures and reporting to ARC.

## Objectives, Scope, and Methodology

The audit objectives were to determine whether: (1) program funds were managed in accordance with the ARC and Federal grant requirements; (2) grant funds were expended as provided for in the approved grant budget; (3) internal grant guidelines, including program (internal) controls, were adequate and operating effectively; (4) accounting and reporting requirements were implemented in accordance with generally accepted accounting principles (or other applicable accounting and reporting requirements); and (5) the matching requirements and the goals and objectives of the grant were met.

The initial grant covered the period July 1, 2011 to June 30, 2012 and provided \$119,870 in ARC funds and required \$79,915 in non-ARC recipient matching funds from BSCC to cover the total estimated project costs of \$199,785. Most of the ARC funding was for BSCC payroll costs and contractual costs for the sub-grants, but smaller amounts were approved for travel, supplies, and other costs. Non-ARC matching funds were planned as in-kind contributions from BSCC and the sub-grantee schools in the form of salary, travel, and other costs. The grant was amended several times to extend the period of performance and provide additional funding. The final approved end date was July 31, 2017 and the final approved budget included \$529,607 in ARC funding and required \$303,449 of recipient matching funds. The grant had ended and was administratively closed out by ARC at the time of the audit. BSCC was reimbursed by ARC \$413,007 in total expenditures, and it reported \$276,816 in non-ARC match funds expended for total final project costs of \$689,823. We tested \$141,899 of the ARC expenditures and reviewed the basis for the \$276,816 recipient matching costs to determine if the amounts were properly supported and allowable.

We reviewed documentation provided by BSCC and interviewed the grant director and other personnel to obtain an overall understanding of the grant activities, accounting system, and general operating procedures and controls applicable to the grant. We reviewed financial and project progress reports to determine if they were submitted to ARC in accordance with



requirements. We reviewed the most recent A-133 audit report to identify any issues impacting the ARC grant and requiring additional attention during the audit. We reviewed matching costs documentation to determine if requirements were met. We evaluated grant results discussed in the final project progress report to determine if the planned performance goals and objectives were met.

The on-site fieldwork was performed at BSCC offices in Jasper, Alabama during June 11-15, 2018. The preliminary results were discussed with BSCC staff at the conclusion of the on-site visit and they were in general agreement with issues identified and related recommended actions.

The primary criteria used in performing the audit were 2 CFR 200 (formerly OMB Circulars A-21 and A-110), the ARC Code, and the grant agreements. The audit was performed in accordance with the *Government Auditing Standards*.

### Summary of Audit Results

BSCC's financial and administrative policies and procedures applicable to grant activities were adequate for administering the grant. However, procedures for complying with grant reporting requirements were not effective. There were problems throughout the grant period with the accuracy and content of financial reports requiring corrections, resubmissions, and additional time by ARC staff to process. Both interim and final financial and project reports were late being submitted.

The expenditures charged to ARC funds that we tested were considered adequately supported and allowable except for \$7,621 reimbursed to the schools under the sub-grants. We questioned those amounts for several reasons, primarily because they were not adequately supported to show the expenses were necessary and added value toward achieving the specific grant goals. The grant funding match requirements were met.

The grant had ended and the reported results in the final project report showed that the grant goals had been met. During the project period, the program worked with 4,396 high school seniors. Of these seniors, 3,109 enrolled in post-secondary education or joined the military, resulting in an average college go rate of 71%. Pre-intervention data reflected a college go rate of 43%.

The questioned costs and other issues identified and our recommended corrective actions are discussed in the Findings and Recommendations section of this report.

Subgrant	Invoice	Invoice	Invoice
Hubbardville HS	6/1/2018	2,021	2,021
Phillips HS	6/2/2018	2,021	2,021
Phillips HS	6/2/2018	2,021	2,021
Phillips County Career Ctr	6/28/2018	2,408	2,408
Wetzel HS	6/19/2018	2,372	2,372

## Findings and Recommendations

### A. Questioned Costs

Under the ARC grant, BSCC awarded sub-grants to participating schools and reimbursed them for costs to carry out activities, such as trips to visit colleges, which were intended to increase the number and rate of students continuing their post-secondary education by enrolling in college or technical programs. The schools planned and conducted the activities and submitted invoices to the BSCC grant director, who reviewed and approved the costs for reimbursement. During our testing of these invoices, we identified \$7,621 in costs that were not adequately supported and were considered questionable as allowable charges to the ARC grant.

Per 2 CFR 200, Sections 403 to 405, costs charged to federal grant funds must be necessary and reasonable, as well as allocable to the grant, to be considered allowable. When federal funds are used to pay for grant activities, the activities and costs should be within the scope of the grant, contribute substantially to helping achieve the grant project goals, and result in the most efficient and cost-effective use of the funds. Also, these costs should have adequate supporting documentation.

The primary reason for questioning these costs was due to the nature of the expenses. Items such as supplies, the community awareness event, and the motivational speaker appeared to be more general in nature, which could benefit other aspects or programs for the grantee. These expenses could have been allocated proportionally to the grant. In the event they were incurred specifically for the grant, this justification should have been documented.

The cost of the calculators was questioned because the supporting documentation did not include justification for the type of calculators purchased and there was no evidence to show that steps were taken to ensure the price paid was the best available. We determined that the same item purchased was available at the time of the audit for about \$900 from sources on the internet. Although the lowest price available at the time of the purchase is not known, details of the procurement should have been documented relating to the price analysis and the need related to the program.

In June 2014 when BSCC requested additional funding, the ARC program manager emphasized the importance of ensuring the funding provided to the schools was used for impactful activities that would contribute to better grant results and not simply be spent. We believe ARC's comment and point was consistent with our basis for questioning the costs in the table below.

Subgrant	Invoice Date	Invoice Amount	Type of Cost
Hubbertville HS	6/21/2016	\$ 624	Student planners
Phillips HS	6/27/2016	\$1,097	T-Shirts
Phillips HS	6/27/2016	\$ 618	Supplies
Pickens County Career Ctr.	5/28/2015	\$ 400	Motivational Speaker
Winfield HS	6/30/2016	\$ 373	Pens, Pencils

Curry HS	8/22/2016	\$ 709	Supplies
Curry HS	8/24/2016	\$ 94	Postage
Vina HS	6/8/2015	\$ 340	Community Awareness
Curry HS	6/7/2015	\$ 874	Supplies
Hubbertville HS	6/29/2015	\$ 532	Student Planners
Hubbertville HS	5/29/2015	\$1,310	Calculators
Winston County HS	6/28/2015	\$ 650	Student Planners
<b>Total</b>		\$7,621	

## Recommendations

The BSCC grant project director should:

1. Re-evaluate the invoices for the costs questioned, as well as any additional supporting information obtained, and make a final determination on their being necessary, reasonable, and allocable to the goal of increased college enrollment.
2. For those determined to be a necessary, reasonable, and allocable charge to ARC funds, provide ARC information on the basis of that determination, including any additional supporting information obtained.
3. For those amounts determined not to be a necessary, reasonable, and allocable, submit a revised final SF-270 report and refund the appropriate amount to ARC.

## Grantee's Response

With regard to the items in question on pages 3 and 4 of the Draft Report, the college does not concur with the findings. All monies were spent within the parameters of the grant and with full approval of college administration and the ARC Project Manager. The intent of the AAHE grant was to increase the college-going rate of high school students in the Appalachian Region through a variety of college-prep activities, motivational events, academic skills improvement and tours of area colleges and universities, all without putting a burden on the schools served by the grant. Every expenditure met the approved school awards and the approved grant guidelines from ARC.

An individual description and explanation of each questioned expenditure, along with supporting documentation, is attached.

## Auditor's Comments

*ARC will determine whether the information provided in the grantee's response is adequate to resolve the finding and close the recommendations.*

## B. Reporting Requirements

Both project progress reports and SF-270 financial reports were late being submitted to ARC, sometimes as much as 48 days late. Many financial reports contained both significant and minor errors that required correction and resubmission. This was primarily due to significant staff turnover during the grant performance period and inadequate procedures for preparing the financial reports. As a result BSCC was not fully compliant with the grant reporting requirements.

ARC and federal grant policies require periodic project and financial reports to enable the federal funding agency to effectively monitor progress and to record and track expenditures. The ARC grant required interim project reports every 120 days, due 30 days after end of the reporting period, and a final project and SF-270 financial report within 30 days after the grant ended. SF-270 financial reports were also required whenever the grantee requested reimbursement or advance funding.

Although interim project reports were generally submitted on time, four were significantly late, from 18 days to 48 days after the due date. Additionally, the final project report was 25 days late. There was significant turnover of key BSCC staff during the grant period, including three different grant directors who prepared the reports and five different college presidents who approved and signed the reports. This appeared to be the primary reason for late reporting. Since the responsible staff members were no longer at BSCC, we were not able to discuss and identify the exact reasons. The grant director at the time the grant ended was present during the audit. He stated that the final report was prepared timely but sent to ARC late due to a delay in obtaining signature of the approving official who apparently had changed.

Several SF-270 financial reports were late at various points throughout the grant period, not because the initial report was submitted late, but due to errors and problems identified by the ARC program manager, requiring BSCC to correct and resubmit it. These included: (a) major and minor errors with the expenditure data, (b) entering the incorrect time period covered by the report for the reimbursement amount being requested, and (c) discrepancies between the expenditure data in the SF-270 and the attached required worksheet that provides ARC a detailed comparison of the budget and actual expenditures. The final SF-270 report also needed corrections and had to be resubmitted. The grant ended July 31, 2017 and ARC was not able to get a correct financial report, de-obligate \$116,600 unused funds, and close out the grant until mid-November 2017.

We were told that the same person in the financial office was responsible for collecting the data and preparing the report and worksheet during the grant, including the final period. However, that person was no longer at BSCC so we were unable to discuss the problems and delays to understand why they occurred so frequently. Also, we were not provided any written procedures that described the process followed by this individual in preparing the report, or files containing the accounting reports and data used, so we were unable to determine if they contributed to the errors.



## Recommendations

BSCC should:

1. Review the process for preparing required grant project and SF-270 financial reports and establish and/or improve written procedures necessary to ensure all grant reporting requirements are met with regard to content and accuracy.
2. Ensure that the new or updated written procedures for preparing SF-270 financial reports include (a) specifying what accounting reports and data should be used, (b) describing steps required to reconcile and verify the accounting reports and data before preparing the SF-270 report, and (c) a requirement to maintain a file containing each SF-270 report submitted and the accompanying supporting documents (accounting reports and data) used to prepare the report.

## Grantee's Response

With regard to the recommendations on page 6 of the Draft Report, the college concurs there should be a written procedure for preparing required grant project and financial reports.

A step-by-step outline of the reporting process that has long been in place, is now in an easy-to-follow written format. This document was prepared by the Restricted Funds Accountant responsible for grants reporting; it has been reviewed by college administration, and once approved by the President and President's Cabinet, will become a part of the procedures manual for the Department of Finance of the College. The written procedure will be updated or revised as needed to insure it is current at all times.

The detailed written procedure is attached for your review.

## Auditor's Comments

*ARC will determine whether the information provided in the grantee's response is adequate to resolve the finding and close the recommendations.*

**Grantee's Response  
Dated August 9, 2018**





# BEVILL STATE COMMUNITY COLLEGE

www.bscc.edu • 800-648-3271

August 9, 2018

Re: Audit of ARC Grant No. AL-16924  
Draft Report by Leon Snead & Company, P. C.

Dear Mr. Snead:

Please accept this letter and attachments as response to the Draft Report AL-16924 for Bevill State Community College. After reviewing the report and considering the two findings and recommendations, the College submits the following reply.

A. Questioned Costs

With regard to the items in question on pages 3 and 4 of the Draft Report, the college does not concur with the findings. All monies were spent within the parameters of the grant and with full approval of college administration and the ARC Project Manager. The intent of the AAHE grant was to increase the college-going rate of high school students in the Appalachian Region through a variety of college-prep activities, motivational events, academic skills improvement and tours of area colleges and universities, all without putting a burden on the schools served by the grant. Every expenditure met the approved school awards and the approved grant guidelines from ARC.

An individual description and explanation of each questioned expenditure, along with supporting documentation, is attached.

B. Reporting Requirements

With regard to the recommendations on page 6 of the Draft Report, the college concurs there should be a written procedure for preparing required grant project and financial reports.

A step-by-step outline of the reporting process that has long been in place, is now in an easy-to-follow written format. This document was prepared by the Restricted Funds Accountant responsible for grants reporting; it has been reviewed by college administration, and once approved by the President and President's Cabinet, will become a part of the procedures manual for the Department of Finance of the College. The written procedure will be updated or revised as needed to insure it is current at all times.

The detailed written procedure is attached for your review.

**Fayette Campus**  
2631 Temple Avenue North  
Fayette, AL 35555  
205-932-3221/Fax 205-932-3294

**Hamilton Campus**  
P.O. Drawer 9  
Hamilton, AL 35570  
205-921-3177/Fax 205-921-4094

**Jasper Campus**  
1411 Indiana Avenue  
Jasper, AL 35501  
205-387-0511/Fax 205-387-5191

**Sumiton Campus**  
P.O. Box 800  
Sumiton, AL 35148  
205-648-3271/Fax 205-648-2288

We appreciate the opportunity to respond to the audit report for Appalachian Regional Commission grant #AL-16924 and trust that you find our response in order and all documentation appropriate.

Sincerely,



Wanda Jackson  
Director of Grants & Federal Programs

whj/encl.

#### **A. Questioned Costs**

The audit identifies twelve individual reimbursements for re-evaluation. These reimbursements are brought into question "due to the nature of the expenses." After a detailed review, all expenses were found to be reasonable purchases within the scope of the grant as it was described. The AAHE grant was based on highly successful programs throughout Appalachia, namely the Ohio Access to Higher Education and North Central Appalachian Center for Higher Education programs. By design, these programs provided "Access" grants to high schools that encouraged students to consider college, explore careers, and find financial aid and other resources to help them achieve success. The AAHE program approved by ARC states, "Activities include, but are not limited to, field trips and campus visits, business alliances, parent meetings, college and career fairs, utilization of career exploration software and other media, peer speakers, and teacher visits to schools and businesses." Additionally, the model programs mentioned above established best practices in regards to program activities and execution, imparted to the program director through mentorship by the original directors of those programs. Previous experience has shown that the most effective programs create a college-going atmosphere by going beyond a series of college and career activities and designing a program within the school in which all students take part. As such, participating schools were encouraged name their individual programs and take steps to ensure student buy-in. Another best practice was to design a program that would be minimally invasive to the participating school. In the majority of cases, partner schools were severely limited in funding and resources and are located in economically depressed areas. During the time period the questioned costs were incurred, the average poverty rate for the schools' communities was 18.96% with an average 61% free and reduced lunch rate. To properly establish a successful local program with a high likelihood of buy-in, it was anticipated the school would expend a significantly higher amount of supplies in the form of permission slips, agendas, paper and ink cartridges for newsletters and post-activity assessments. As such, schools were provided a budget line item to account for increased supply use. Additionally, all programs were allowed a discretionary line item, not to exceed 10%, that could be used for additional program support. All reviews, detailed below, will reference many of the above principles.

Of the twelve expenses that were questioned, ten involved items purchased for the implementation of the partner school's college-going program. The remaining two expenses were events presented by the partnering school. These two will be addressed separately. The ten purchases were identified as follows:

**Hubbertville High School**, \$624 and \$532 for Student Planners on 6/21/2016 and 6/29/2015, \$1,310 for Calculators on 5/29/2015; **Phillips High School**, \$1,097 for T-Shirts on 6/27/2016 and \$618 for Supplies on 6/27/2016; **Winfield High School**, \$373 for Pens & Pencils on 6/30/2016; **Curry High School**, \$709 and \$874 for Supplies on 8/22/2016 and 6/7/2015, \$94 for Postage on 8/24/2016; **Winston County High School**, \$650 Student Planners on 6/28/2015.

As established by best practices and thus incorporated into program design as described above, the most effective use of grant funding to achieve the highest level of outcomes is for the partnering school to establish an individual program to represent a concerted effort to support

the success of the student participant. Hubbertville and Winston County High Schools both purchased "Student Planners" which not only allowed students to keep track of their assignments, but record important dates related to the AAHE program such as college application deadlines, ACT test dates, FAFSA night events, financial aid and scholarship application deadlines. These items served as a physical reminder of the program, with Hubbertville (a multi-year partner) going on to describe the planners as a school tradition. While planners may not seem to be a significant item, in schools facing economic challenges support material must often be sacrificed in favor of more traditional school supplies. The same principle applies to Phillips and Winfield High Schools' purchase of "T-shirts" and "Pens & Pencils," respectively. Both purchases identified student participants as involved with their unique college and career program (AAHE), with the t-shirts providing the additional benefit of participant identification providing an important safety mechanism and increased security on program trips. These are all reasonable uses well within the bounds of the program.

Three purchases in question were described as "Supplies," with two being attributed to Curry High School and one to Phillips High School. (Curry High School's purchase of "Postage" was also questioned, and it is uniquely related to the supplies addressed below.) Specifically, there arose a question that they "appeared to be more general in nature" and if "they were incurred specifically for the grant, this justification should have been documented." In both cases, the reimbursement request submitted by Curry High School stated the supplies would be used to publish a monthly newsletter containing information on scholarships, college preparatory events, and admission presentations. The postage in question was identified as dedicated to mailing said newsletters. The rationale for the 6/7/15 request further identified that the purchased material would be dedicated to ACT test preparation and college registration, student success recognition, and scholarship applications. The materials purchased by Hubbertville not only are similarly intended for program support, but met a specifically identified need. Participating schools were instructed to have individuals complete surveys to gauge the culture surrounding career-technical education, specifically (attached). Many below average areas involved availability and accessibility of information. As such, discretionary funds were used to increase student access to materials. These are all considered reasonable uses well within the bounds of the program.

Hubbertville High School's purchase of "Calculators" was questioned in this audit. It should be noted that these devices were not purchased in a vacuum. Other materials used for ACT test-taking preparation were also purchased. An acceptable ACT is a major component to college access. Calculators with similar capabilities are allowed for use on the ACT test dates, and are encouraged for advanced mathematics. As stated in the reimbursement request, access to this classroom set was designed to allow students to become familiar and comfortable with the use of a calculator. As to the question of item cost, SchoolMart is an approved vendor for Fayette County School System. These are all considered reasonable uses well within the bounds of the program.

The final two questioned costs were events held by Pickens County Career Center and Vina High School. Pickens CCC invited professional basketball player and motivational speaker,

Buffy Coleman, to address student participants on 3/31/2017. (The invoice was incorrectly recorded as 5/28/15 in the audit. The correct invoice date is 5/28/17.) The success of such a speaker is directly related to the level of audience interest and engagement. Effective motivation requires the audience be able to relate to the speaker. In this case, the program coordinator must be trusted to know the best way to engage her students. Basketball is an important aspect of life to much of this school's student body, often identified as a career goal. This speaker emphasized the importance of not only secondary school completion, but also of gaining a skill or trade. As the topics were germane to program goals, and the speaker reasonably expected to be impactful to student participants, this is considered well within the guidelines and best practices of the grant program.

The questioned cost incurred by Vina High School on 6/8/15 was identified as "Community Awareness." As mentioned above, business partnerships and parent meetings were specifically identified as possible program activities. These outreach events served not only to inform the community of school programs, but to facilitate partnerships. Sustainability being a constant goal for grant programs, community involvement events are an established method of connecting programs with sustaining partners. The activity in question was designed to inform community members of program activities at the close of the year in hopes of acquiring additional support to sustain program operations when grant funds were no longer available. The Community Awareness meeting also served to inform faculty and school board members so they could disseminate the information within their social and professional networks. Use of grant funds for this purpose were reasonable and well within the best practices of the AAHE program.



## REIMBURSEMENT DOCUMENTATION

### Activity Description and List of Documentation

#### Alabama Access for Higher Education (AAHE)

Date: 06/29/2015

School Requesting Reimbursement: Hubbertville School

Mailing Address: 7360 County Road 49, Fayette, AL 35555

Person Completing this form: Diane Fisher Phone number: 205-487-2845

Amount of Reimbursement: \$532.25 Date of Activity: \_\_\_\_\_

Activity: (example: 25 seniors traveled to Beville State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Student Planner ordered for all students in grades 9-12

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

Having a daily planner so that students can keep daily assignments, tests and other important dates at their fingertips supports their efforts to be successful. This is a tradition at our school. Students are accustomed to using planners to help insure that they are on top of their assignments.

#### Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.





## REIMBURSEMENT DOCUMENTATION

### Activity Description and List of Documentation

#### Alabama Access for Higher Education (AAHE)

Date: 06/21/2016

School Requesting Reimbursement: Hubbertville School

Mailing Address: 7360 County Road 49, Fayette, AL 35555

Person Completing this form: Diane Fisher Phone number: 205-487-2845

Amount of Reimbursement: \$624.10 Date of Activity: \_\_\_\_\_

Activity: (example: 25 seniors traveled to Bevill State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Student Planner ordered for all students in grades 9-12

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

Having a daily planner so that students can keep daily assignments, tests and other important dates at their fingertips supports their efforts to be successful. This is a tradition at our school. Students are accustomed to using planners to help insure that they are on top of their assignments.

#### Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.



## REIMBURSEMENT DOCUMENTATION

### Activity Description and List of Documentation

Alabama Access for Higher Education (AAHE)

Date: 6-28-15

School Requesting Reimbursement: Winston County High School

Mailing Address: RR 24, PO Box 549 Double Springs AL 35553

Person Completing this form: S. Jill Martinez Phone number (205) 89-5593

Amount of Reimbursement: 650.00 Date of Activity: 6.28.15

Activity: (example: 25 seniors traveled to Bevill State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

*320 student planners ordered to help keep up with important dates.*

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.) *Students will use planners daily for organizational + planning. Student planners are viewed monthly by principal for a grade.*

#### Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

☐ Institutional Form



# 2015 Steamboat 5.5x8.5 Contract

2880 U.S. Hwy. 231 S., Suite 200  
Lafayette, IN 47909-2874  
Phone: (800) 705-7526  
Fax: (765) 471-8874

**School**  
Winston County High School  
Po Box 549  
Double Springs, AL 35553

**Administrator**  
Mr Jeff Cole, Principal  
Phone: (205) 489-5593  
Fax: (205) 489-8204  
Email: jcole@winstonk12.org

**Contact**  
Mr Jeff Cole, Principal  
Phone: (205) 489-5593  
Fax: (205) 489-8204  
Email: jcole@winstonk12.org

Date: 6/24/2015  
Sales Rep: Chris Roadruck  
chris@schooldatebooks.com  
CSR: Amanda Soulligne  
amanda@schooldatebooks.com

## Billing and Shipping

**Bill To** PO#:  
Winston County High School  
Mr Jeff Cole  
Po Box 549  
Double Springs, AL 35553

**Ship To** Winston County High School  
Mr. Jeff Cole  
1222 County Road 24  
Double Springs, AL 35553

Product	#Books	#Pages	Cost/Book	Base Cost
Steamboat 5.5x8.5	320	8	\$1.87	\$598.40

## Discounts\* Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract				
4% Discount for contracts received by 10/17/14*	\$598.40	x	0.00	\$0.00
3% Discount for contracts received by 12/12/14*	\$598.40	x	0.00	\$0.00
2% Discount for contracts received by 4/3/15*	\$598.40	x	0.03	\$17.95
1% School District Discount	\$598.40	x	0.00	\$0.00
	\$598.40	x	0.00	\$0.00

## Enhancements

Orders < 250 will incur a per book fee if any Enhancement is selected.

Personalized Cover - Velocity (view your mascot options at www.schooldatebooks.com)  
Same As Last Year: ☒ \$0.25 x 0 \$0.00

Text Line 1: Winston County  
Text Line 2: High School  
Mascot: Hornet 4

Vinyl pocket page	\$0.00	x	320	\$0.00
Stickers (per sheet)	\$0.20	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00
	\$0.10	x	0	\$0.00

## Accessories

This Week Marker (Minimum order of 25)

Teacher Lesson Plan and Grade Book (Minimum order of 25)

\$0.20	x	0	\$0.00
\$3.95	x	0	\$0.00

Shipping and Handling 12%, Minimum \$25 \*Rates apply to US/Canada shipments only

**Sub-Total\*** \$580.45

Sales Tax: Exempt#: Out of State

\* Net 30 (Net due within 30 days from invoice date)

\* Sales tax will be added if applicable

**Total (USD)** \$650.10

\* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

No deliveries prior to 5/1/2015. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is suggested.

**Desired Delivery Date: 8/3/2015**

**Earliest Delivery Date: 7/21/2015**

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

☐ **One-Year Contract**

We agree to purchase datebooks from School Datebooks for the year of 2015-2016.

☐ **Three-Year Contract**

We agree to purchase datebooks from School Datebooks for the years of 2015-2016, 2016-2017, 2017-2018 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract.\* (\*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

Title



## REIMBURSEMENT DOCUMENTATION

### Activity Description and List of Documentation

#### Alabama Access for Higher Education (AAHE)

Date: 6/30/2016

School Requesting Reimbursement: Winfield High School

Mailing Address: 232 Pirate Cove Winfield, AL 35594

Person Completing this form: Stefanie Weeks Phone number: (205) 487-6900

Amount of Reimbursement: \$373 Date of Activity: 6/29/2016

Activity: (example: 25 seniors traveled to Bevill State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Ordered pencils and pens with the AAHE name and phrase to encourage students to buy into the AAHE program.

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

Incentive prizes help students to get excited about the program. Pens and pencils are frequently used by students.

#### Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

☐ Institutional Form



# Winfield City High School

232 Pirate Cove  
Winfield, Alabama 35594

## PURCHASE ORDER

Phone: 205/487-6900

Fax: 205/487-4257

Show the Purchase Order Number  
On all correspondence, invoices,  
shipping papers and packages.

22729

Vendor Quill

Date: 6-20-16

Vendor No: \_\_\_\_\_

Activity: 3318

ASN: \_\_\_\_\_

	QUANTITY	ITEM	UNIT PRICE	TOTAL
1		<del>car charger with AAHE Logo</del>		
2		pencils with AAHE logo		
3		pens with AAHE logo		
4				
5				
6				
7				
8				
9				
10				
TOTAL				\$400

CERTIFICATE FOR TAX EXEMPTION: This is to certify that the property described above is for sole use and benefit of the above named institution and will be used under the control of said institution. It is further certified that the undersigned is authorized by the provisions of Act No. 742, Legislature of 1953, approved September 17, 1953, as principal of said institution to issue this order and to make this certificate.

### FOR OFFICE USE ONLY

Date Paid: \_\_\_\_\_

Check No: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Stefan Wink  
TEACHER'S SIGNATURE

B. Parrish  
PRINCIPAL'S SIGNATURE

REIMBURSEMENT DOCUMENTATION

Activity Description and List of Documentation

Alabama Access for Higher Education (AAHE)

Date: 6/27/16

School Requesting Reimbursement: Phillips High

Mailing Address: 142 School Ave. Bear Creek, AL 35543

Person Completing this form: Monica Allen Phone number (205) 486-3737

Amount of Reimbursement: \$618.47 Date of Activity: 6/27/16

Activity: (example: 25 seniors traveled to Bevill State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

*Discretionary Funds spent on supplies for student use.*

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

*Literature Organizer holds college info for students*

Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

☐ Institutional Form

5/27/2016

Quill.com

## Order Review Page - Order Not Yet Submitted

Description	Price	Quantity	Unit	Sub Total
Expected delivery (2 items): 2 to 4 Business Days FAST Delivery!				
901 - 12588 Dozen Orbits® Pre-sharpened Pencils, #2 Soft, Dozen	\$2.20	12 (Dozen)	12	\$24.42
901 - 276700L Quill Brand® Pink Wedge Erasers, 12/Pack	\$4.24	5 (Pack)	5	\$19.61
Expected delivery (1 item): 2 to 4 Business Days				
901 - 54544MAP Safco® Deluxe Crystal-Clear One-Piece Literature Organizer, 17 Pockets/Magazine Pockets	\$214.89	2 (Each)	2	\$387.62
Expected delivery (1 item): 4 to 6 Business Days				
901 - JV1111704 Askey Big Time Too Up/Down Digital Timer	\$7.64	10 (Each)	10	\$76.88
Expected delivery (1 item): 8 to 9 Business Days				
105 - 165810 Studio RTA® 3-Drawer Vertical Mobile File Cabinet, Black	\$114.49	1 (Each)	1	\$108.83

Merchandise Total	\$618.47
Shipping	Free
Handling	Free
Estimated Tax	None
Total	\$618.47
You Saved	\$71.93

## Billing Address

Invoice My Account Number 3179110  
 PHILLIPS HIGH SCHOOL  
 142 SCHOOL AVE  
 BEAR CREEK, AL 35543

## Shipping Information

PHILLIPS HIGH SCHOOL  
 142 SCHOOL AVE  
 BEAR CREEK, AL 35543

## Delivery Instructions

Some orders may ship in multiple deliveries.  
 Please see your order confirmation e-mail for details.

## Coupons

School Exclusive Offer: \$56 off your order of \$500 or more! Excludes Daily Deals, Select Tech products & Electronics.  
 Free The Popcorn Factory Igloo Cooler Box & Treats with \$175 order.  
 Exclusive School Savings:

Your School Savings including sales \$21.93

## REIMBURSEMENT DOCUMENTATION

### Activity Description and List of Documentation

#### Alabama Access for Higher Education (AAHE)

Date: 6/27/16

School Requesting Reimbursement: Phillips High

Mailing Address: 142 School Ave. Bear Creek, AL 35543

Person Completing this form: Monica Allen Phone number (205) 486-3737

Amount of Reimbursement: \$1,097.00 Date of Activity: 10/29/15

Activity: (example: 25 seniors traveled to Beville State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

*Bought t-shirts for students in grades 9-12 and faculty and staff. Each grade had a different color shirt. The AAHE logo was on front.*

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

*Students wore the shirts as they visited colleges and businesses.*

#### Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

☐ Institutional Form

SPORTTEES, INC.

145 1ST STREET

P O BOX 1902

HAMILTON, AL 35570

# Invoice

Date	Invoice #
10/29/2015	11668

<b>Bill To</b>
PHILLIPS HIGH SCHOOL

		P.O. No	Terms
			Due on receipt
Quantity	Description	Rate	Amount
150	AAHE TSHIRTS		
21	2X	6.00	900.00T
5	3X	7.00	147.00T
1	5X	8.00	40.00T
		10.00	10.00T
THANK YOU FOR YOUR BUSINESS		<b>Subtotal</b>	\$1,097.00
		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$1,097.00



Parent

## Career Tech Culture Rubric

AAHE Career Technical Culture Shift Program

### The 9 Elements to Support and Encourage a Career Tech Culture

School: Phillips High Date: \_\_\_\_\_

1	2	3	4
Our school hasn't started work in this area.	Plans are in place to implement this at our school.	This is in place and we have evidence that it occurs.	This is our routine, it works, and we model it for others.

Please evaluate your school for each principle below. Add all scores and divide that sum by 9 to determine your Career Tech Culture baseline.

3 **Tech Talk** is part of each student's experience. The entire school staff and community members share their own experiences about technical benefits and/or create new experiences that impart their confidence that this pathway is open to all students.

3 **Clear Expectations** ensure that all students are prepared for a full range of post-secondary options. The goals of what it takes to be prepared are explicitly defined, communicated and part of daily school culture, such that students, families, teachers, administrators, and staff recognize the role that each plays in preparing students for technical programs.

3 **Information & Resources** are regularly updated and readily available in centralized places such as media center, lunchroom, career/technical center, main office, library, and/or technical corners in classrooms. These areas are accessible to students, families, faculty, and community members and provide information on the benefits of technical education.

3 **Comprehensive Counseling** for the technical pathway is available for every student, primarily from counselors, and supported by outreach staff, teachers and resource personnel. All advisors are informed and have access to technical program training. Decisions about coursework and career options are made with all post secondary opportunities in mind.

3 **Testing & Curriculum** development and practices are geared for every student to have career technical options. All students know about standardized testing dates and have the opportunity to take the tests regardless of cost. Students are aware of technical education curriculum options and have equal access to classes and programs.

3 **Faculty Involvement** is constant and supports the career technical option culture at the school. Faculty is up to date on important "technical knowledge" and participate in ongoing professional development to allow them to be active in preparing students for technical programs. This also includes integrating technical program information and the very idea of career technical options into regular classroom activities.

2 **Family Involvement** is active and regular. Families are informed partners in the process of supporting students through the technical pathway. They have opportunities to gain knowledge about the technical programs and become aware that all students can be technical bound. The school staff is available to answer questions and help make decisions about students' academic futures.

3 **Program Partnerships** are strong, facilitating technical-related activities, such as field trips to technical campuses and fairs, internship programs, and raising awareness of and aspirations toward career technical programs.

2 **Articulation** between elementary, middle, and high schools is seamless. The technical message is constant as students move through their educational journey. Work being done at each school coordinates with activities at other levels and sites.

2.78 Career Tech Baseline

Adapted from Pat McDonough's Nine Elements (UCLA) and SJUSD/CSUSJ GEAR UP Rubric

*parent*

## Career Tech Culture Rubric

AAHE Career Technical Culture Shift Program  
The 9 Elements to Support and Encourage a Career Tech Culture

School: Phillips High Date: 9-28-15

1	2	3	4
Our school hasn't started work in this area.	Plans are in place to implement this at our school.	This is in place and we have evidence that it occurs.	This is our routine, it works, and we model it for others.

Please evaluate your school for each principle below. Add all scores and divide that sum by 9 to determine your Career Tech Culture baseline.

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### 2.33 Career Tech Baseline

Adapted from Pat McDonough's Nine Elements (UCLA) and SJUSD/CSUSJ GEAR UP Rubric

Teacher

**Career Tech Culture Rubric**  
 AAHE Career Technical Culture Shift Program  
 The 9 Elements to Support and Encourage a Career Tech Culture

School: Phillips HighDate: 9-23-15

1	2	3	4
Our school hasn't started work in this area.	Plans are in place to implement this at our school.	This is in place and we have evidence that it occurs.	This is our routine, it works, and we model it for others.

Please evaluate your school for each principle below. Add all scores and divide that sum by 9 to determine your Career Tech Culture baseline.

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Adapted from Pat McDonough's Nine Elements (UCLA) and SJUSD/CSUSJ GEAR UP Rubric

**Career Tech Culture Rubric**  
 AAHE Career Technical Culture Shift Program  
 The 9 Elements to Support and Encourage a Career Tech Culture

School: Phillips High School Date: 9-23-15

1	2	3	4
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**Career Tech Culture Rubric**  
 AAHE Career Technical Culture Shift Program  
**The 9 Elements to Support and Encourage a Career Tech Culture**

School: Phillips High Date: 9-23-15

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Adapted from Pat McDonough's Nine Elements (UCLA) and SJUSD/CSUSJ GEAR UP Rubric



REIMBURSEMENT DOCUMENTATION  
Activity Description and List of Documentation  
Alabama Access for Higher Education (AAHE)

Date: 6/17/15  
School Requesting Reimbursement: Curry High School  
Mailing Address: 155 Yellow Jacket Dr Jasper AL 35503  
Person Completing this form: Kristi Cain Phone number: 384-3887  
Amount of Reimbursement: \$885.82 Date of Activity: 6/10/15  
\$874.41 (only amount available)

Activity: (example: 25 seniors traveled to Bevill State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Supplies - flash drives, parchment paper, pencils  
pens, certificate holders, paper

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

Purchased materials and supplies to be used  
for student monthly newsletters, materials used  
for registration and testing of ACT, materials to  
be used for mail outs, materials used for awards  
day program, and materials  
to help students in applying  
for college admissions  
and scholarships.

Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

\*\*PURCHASE ORDER\*\*

TYPE: Normal

INVOICE TO:

CURRY HIGH SCHOOL

155 YELLOW JACKET DRIVE HIGHWAY 257

JASPER, AL 35503

PHONE: (205) 384-3887 FAX: (205) 221-7381

\*\*PURCHASE ORDER\*\*

Page 1 of 1

PO NUMBER ON ALL SHIPPING CONTAINERS,  
PACKING LISTS, INVOICES AND CORRESPONDENCE.

PO NUMBER: 15-000585

PO DATE: 06/10/2015

EXPIRES ON: 07/11/2015

ORIGINATOR: AARON/CAIN

STATUS AND DATE: Approved 06/11/2015

VENDOR: 1410

AMOUNT: 885.82

SHIP TO:

QUILL CORP.

P. O. BOX 37600

PHILADELPHIA PA 19101-0600

CURRY HIGH SCHOOL

155 YELLOW JACKET DRIVE

HIGHWAY 257

JASPER AL 35503

ATTENTION: JENNIFER NICHOLS

PHONE: (800) 789-8040

FAX:

PHONE: (205) 384-3887

FAX: (205) 221-7381

EMAIL:

EMAIL:

COST CENTER: 0070

REQ NUMBER: 000000

DELIVERY DATE: 06/10/2015

TERMS: Net 30

ITEM #	QTY	UM	ITEM DESCRIPTION	ITEM COST	EXTENDED AMT
Item0001	75.00	Each	901-30727M - FLASH DRIVES	7.4900	561.75
Item0002	3.00	Each	901-22998 COLORED PAPER	38.9900	116.97
Item0003	2.00	Each	901-263145JAM BLUE PARCHMENT PAPER	11.9900	23.98
Item0004	1.00	Each	901-1559867LUX CREAM PARCHMENT PAPER	24.9900	24.99
Item0005	12.00	Each	901-T7112 QUILL PENCILS	1.3900	16.68
Item0006	2.00	Each	901-GSM609BK BIC PENS BLACK	7.7900	15.58
Item0007	2.00	Each	901-GSM609BE BIC PENS BLUE	7.9900	15.98
Item0008	10.00	Each	901-903115 CERTIFICATE HOLDERS NAVY	6.3900	63.90
Item0009	1.00	Each	901-720222CT - QUILL COPY PAPER	45.9900	45.99

PURCHASE ORDER TOTAL: \$885.82

\*\*\*\*\* NO BACK ORDERS \*\*\*\*\* NO BACK ORDERS \*\*\*\*\* NO BACK ORDERS \*\*\*\*\*

ALLOCATION TRACKING

GENERAL LEDGER ACCOUNT

AMOUNT

4490-32-5-1100-419-0070-7501-0-1500-0000

885.82

GUIDANCE, INSTRUCTION-OTHER INST SU

DISTRIBUTION TOTAL:

885.82

15-000585

APPROVED BY:

DATE:

6/10/15

PRINCIPAL

RECEIVED BY:

DATE:

## REIMBURSEMENT DOCUMENTATION

Activity Description and List of Documentation

Alabama Access for Higher Education (AAHE)

Date: 8/22/16School Requesting Reimbursement: Curry High SchoolMailing Address: 155 Yellow Jacket Dr. Jasper, AL 35503Person Completing this form: Patricia TugglePhone number: (205) 384-3887Amount of Reimbursement: \$709.33Date of Activity: 6/15/16

Activity: (example: 25 seniors traveled to Beville State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Ordered materials to use monthly for Senior Newsletters

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

A monthly Senior Newsletter will be provided to assist seniors with scholarship information and monthly college admission presentations.

## Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

14154

CHECK DATE 06/30/2016 CHECK NO. 14154 VENDOR NO. 1410 CUST.#  
6670304 06/15/2016 16-526 VENDOR NAME: QUILL CORP.  
DESCRIPTION: GUIDANCE SUPPLIES 709.33 0.00 0.00 709.33

CHECK TOTAL: 709.33

LFCS001N

NAME FORM, 200-010-0022

PRINTED IN U.S.A.

ITEM #	QTY	UM	ITEM DESCRIPTION	ITEM COST	EXTENDED AMT
Item0001	6.00	Each	2 POCKET FOLDERS ✓	8.9900	53.94
Item0002	2.00	Each	COLORED PAPER - LEMON ✓	7.4900	14.98
Item0003	1.00	Each	COLORED PAPER - GREEN ✓	9.9900	9.99
Item0004	2.00	Each	COLORED PAPER - BLUE ✓	7.4900	14.98
Item0005	1.00	Each	PARCHMENT PAPER - BLUE ✓	27.8000	27.80
Item0006	1.00	Each	PARCHMENT PAPER IVORY ✓	29.4200	29.42
Item0007	15.00	Each	PENCILS ✓	13.4900	202.35
Item0008	20.00	Each	CERTIFICATE COVERS ✓	16.5500	331.00
Item0009	1.00	Each	MANILLA FOLDERS ✓	6.9900	6.99
Item0010	1.00	Each	LASER TONER ~ BLACK	105.9900	105.99
Item0011	1.00	Each	LASER TONER - MAGENTA	153.9900	153.99
Item0012	1.00	Each	LASER TONER CYAN	153.9900	153.99
Item0013	1.00	Each	LASER TONER YELLOW	153.9900	153.99

PURCHASE ORDER TOTAL: \$1,259.41

\*\*\*\*\* NO BACK ORDERS \*\*\*\*\* NO BACK ORDERS \*\*\*\*\* NO BACK ORDERS \*\*\*\*\*

ALLOCATION TRACKING

GENERAL LEDGER ACCOUNT

4490-32-5-1100-419-0070-7501-0-1500-0000

GUIDANCE, INSTRUCTION-OTHER INST SU

DISTRIBUTION TOTAL:

AMOUNT  
1,259.41  
~~1,259.41~~

16-000526

APPROVED BY: *Roller*

DATE: 6/15/16

PRINCIPAL

RECEIVED BY:

DATE:

## REIMBURSEMENT DOCUMENTATION

Activity Description and List of Documentation

Alabama Access for Higher Education (AAHE)

Date: 8/24/16School Requesting Reimbursement: Curry High SchoolMailing Address: 155 Yellow Jacket Dr. Jasper, AL 35503Person Completing this form: Patricia Tuggle Phone number: (215) 384-3887Amount of Reimbursement: \$94.00 Date of Activity: 2016

Activity: (example: 25 seniors traveled to Beville State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Stamps were purchased for senior mailings.

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

Stamps were ordered so monthly news letters, transcripts and letters of recommendation may be mailed.

## Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)☒ Itemized receipts☐ Transportation charges☐ Payroll documentation for bus drivers, teachers, substitutes, etc.



REIMBURSEMENT DOCUMENTATION

Activity Description and List of Documentation

Alabama Access for Higher Education (AAHE)

Date: 5/29/15

School Requesting Reimbursement: Hubbertville School

Mailing Address: 7360 County Road 49, Fayette, AL 35555

Person Completing this form: Diane Fisher Phone number: 205-487-2845

Amount of Reimbursement: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Activity: (example: 25 seniors traveled to Bevill State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Calculators were purchased for use in preparing for the ACT.

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

Calculators are needed for the ACT. Being prepared and experienced at using the calculators help them be prepared and reduce test anxiety while testing.

Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

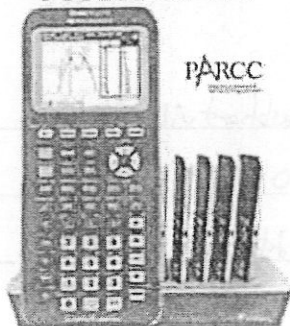
☒ Itemized receipts

☐ Transportation charges



Item	Price	Quantity	Total
------	-------	----------	-------

## TEACHER KIT PACK of 10



PARCC  
UNIVERSITY

TI-84 Plus CE Teacher  
Kit E-Z Spot Graphing  
Calculator

SchoolMart Part #: TI-  
84PLCE-TK

\$1,290.00

1

\$1,290.00

Update

Remove

With selected items...

Submit

Estimate Shipping & Tax

Zip/Postal Code:

35555

Get Rates

Subtotal: \$1,290.00

Shipping & Handling: \$20.29

Estimated Tax: \$0.00

Total: \$1,310.29

Taxes

Checkout

The following locations are subject to sales tax: Maryland

## REIMBURSEMENT DOCUMENTATION

### Activity Description and List of Documentation

#### Alabama Access for Higher Education (AAHE)

Date: 5/28/2015

School Requesting Reimbursement: Pickens County Career Center

Mailing Address: 377 Ladow Center Circle

Person Completing this form: LaMonica Little Phone number: 205-367-2080

Amount of Reimbursement: 400.00 Date of Activity: 3/31/2017

Activity: (example: 25 seniors traveled to Beville State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

Students attended motivational speaker assembly featuring former Harlem Globe Trotter Buffy Coleman. He encouraged students to be on time, behave in the classroom, pay attention to the teachers and develop good study habits at home. He explained that the smarter you are in the classroom the more prepared they'll be in life. He explained how each one of the core subjects will be used in life in the real world. He stressed that if they drop out of school all of their dreams will end. He explained to students the importance of developing listening and communication skills, and how it is a form of education. He told them the importance of being observant of anything that they want to gain knowledge of, and how networking and communicating with a successful mentor, could help them to learn a valuable skill or trade.

Brief statement relating the activity to the goals of the grant: (example: Visiting a college

Our students had the opportunity to listen to a highly successful former athlete regarding the benefits of perseverance and setting goals. This would be beneficial to our students because it would help with college and job interviews and allowed them to see how others were successful in obtaining their goals

☒ Agenda for activity with names of individuals/offices/and programs

☐ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

Motivational Speaker:  
Buffy Coleman  
3/31/17  
Pickens County High School

Motivational speaker Mr. Buffy Coleman gave an interactive and powerful motivational presentation to all 9-12 grade students at Pickens County High School. Topics discussed were bullying, success, and overcoming obstacles. The students were engaged the entire time. Approximately 120 students attended the motivational presentation.

*Handwritten signature: Buffy Coleman*



## REQUISITION - ONLY

Date: March 8, 2017

To \_\_\_\_\_ Deliver to Buffy Coleman

Address \_\_\_\_\_ Address 5524 Hwy 371

Heflin, LA 71039

[illegible]

AHEE Grant  
(Account Number)

LaMonica Little  
(Teacher)

(Name of School)

(Signature of Principal)

Submit to Pickens County Board of Education for processing of purchase order.

## REIMBURSEMENT DOCUMENTATION

## Activity Description and List of Documentation

## Alabama Access for Higher Education (AAHE)

Date: 6/8/15  
School Requesting Reimbursement: Vina High School  
Mailing Address: 8250 Hwy 23 Vina, AL 35593  
Person Completing this form: Sharon Sparks Phone number: 256-331-2261  
Amount of Reimbursement: 339.61 Date of Activity: 5/22/15

Activity: (example: 25 seniors traveled to Bevill State for a campus tour and met with a financial aid officer. Students and chaperones had lunch at Subway.)

**29 individuals attended a community involvement activity. Lunch was provided by Swamp Johns.**

Brief statement relating the activity to the goals of the grant: (example: Visiting a college campus addresses concerns of awareness, affordability and aspiration.)

**The activity was for school and community awareness. Information was provided in regards to the activities conducted during the 2014-15 school year for all students in grades 9th - 12<sup>th</sup>.**

## Additional Documentation needed for Reimbursement

☐ Agenda for activity with names of individuals/offices/and programs

☒ Sign-in sheet (names of all students, chaperones, bus drivers, etc.)

☒ Itemized receipts

☐ Transportation charges

☐ Payroll documentation for bus drivers, teachers, substitutes, etc.

☐ Institutional Form

## Community Involvement

May 22, 2015

Welcome – Mr. Jame Pharr

Overview of Activities – Sharon Sparks

Lunch

Closing Remarks – Mr. James Pharr

May 22, 2015

[illegible]

## **B. Reporting Requirements**

### **PREPARING REQUIRED GRANT PROJECT AND FINANCIAL REPORTS**

The College is responsible for expending grant awarded funds in accordance with the narrative provided by the Grant Award Notification. The College is also responsible for reporting financial and progress and performance data to the appropriate granting entity timely, accurately, and as instructed in the Grant Award Notification. Financial reports include all required monthly, quarterly, and closeout forms and documents. The following procedures detail where and how information is gathered, reviewed, and reported; the proper approval and signature path; the reconciliation process, and follow-up and closeout procedures.

#### **Maintain a Grant File**

A properly maintained grant award file should contain, but is not limited to the following:

1. A copy of the approved Grant Award Notice signed by all parties.
2. A copy of the approved budget and budget amendments for the grant project.
3. Identity of the grant Project Director, administrative assistant, the Grant Administrator or other point of contact with the granting entity and contact information.
4. A copy of the chart of accounts for the grant.
5. All required financial and progress and performance report due dates, including monthly, quarterly, and final closeout reports.
6. The name(s) and form number(s) for all required reporting.
7. The approval path and authorized signature(s) for each report.
8. Complete copies of all signed financial, progress and performance reports as well as any required backup supporting documentation that are submitted during the grant period.
9. Any other documentation or correspondence applicable to the grant.

#### **Encumbering and Expending Grant Award Funds**

The Project Director is responsible for following the College's **Purchasing Policies and Procedures** located in the current edition of Employee Handbook. Additional procedures include:

1. The approved budget is entered into the system by the Finance Department, and access is granted to the Project Director and other approved individuals to initiate purchase orders.
2. All signed approved check requests are sent to the Finance Department for review prior to being received by Accounts Payable for payment.



## Accounting Reports and Data for Review

Accounting reports and data are gathered and reviewed to ensure grant reporting is met with regard to content and accuracy. The following internal reports and review of these reports is performed prior to preparing and submitting grant reports.

### **1. Review Vendor Payment Detail Report (APRVP):**

- a. This report lists all checks that have been issued and charged to the grant for the time period under review for reporting.
- b. Review the ST column of the APRVP for the STATUS for each check. **R** means the check has cleared through the bank. **O** means the check is still outstanding. **V** means the check has been voided. Do not report voided checks.
- c. Copies of all checks on the APRVP as well as supporting documentation are obtained from Accounts Payable or the Finance Department via FileBound. Review checks and supporting documentation to ensure all required data is accurate and included for grant reporting.

### **2. Current Yearly Transaction Register (GLYTR):**

- a. Review this register for any journal entries or voided checks. Journal entries are identified as AJE with an accompanying number. Journal entries will have a batch number identifying the person that initiated the entry. Copies of journal entries are housed with the Finance Department. Review any journal entries that affect current or prior grant reporting to determine if current or prior reports need to be adjusted. Review voided checks that may have been previously reported and make necessary adjustments or corrections to financial reports.

### **3. Payroll Preview Report (PRPCR-P):**

- a. This report is time-sensitive and must be run prior to closing payroll at the end of the month. This report is obtained from the Finance Department – Payroll.
- b. Review the report for accuracy of the employees assigned to the grant, benefits matching and insurance deductions.
- c. This report contains only totals of all payroll for the time period.

### **4. Payroll Earnings Listing (PREL):**

- a. Run this report for each program code if the grant award includes separate types of payroll that are required to be reported separately on the grant financial reports. This includes, but is not limited to, regular salaries and wages versus Professional Development salaries and wages. The Payroll Preview Report does not provide this breakdown.

#### **5. External Sources of Funding:**

- a. Identify any external sources of funding outside of Restricted funds. Examples included bond or foundation funding and Unrestricted assets and expenditures for institution matching purposes, if the College is required to match a portion or percentage of the grant award.

#### **Financial Reporting and Reconciliation**

Grant financial forms should be prepared according to the form instructions once all accounting data has been reviewed for accuracy. Financial forms should be reconciled to the data. The forms are then forward to the appropriate individuals for review and approved signature(s).

1. Prepare financial reporting forms according to the form instructions.
2. Reconcile the report form totals to the financial data. The totals reported on the financial form should reconcile to the totals of the Vendor Payment Detail, Payroll Preview Report, Payroll Earnings Listing, and all other sources of funding.
3. Review the reporting period for accuracy. Financial reporting should not overlap periods already reported. Also review the form number if financial reports are to be numbered chronologically, as required on the SF-270 or other forms.
4. A Budget to Actual Report (GLBAC) can also be used to reconcile the remaining budget as per the College to the remaining funds available according to the granting entity.
5. Present the financial reports and supporting documents to the Program Director for review.
6. After the Program Director has reviewed, forward the financial reports and supporting documents to the authorized signer(s) for review and signature(s).
7. Retain a copy of the signed forms and supporting documentation in the grant file.
8. Submit financial forms and supporting documentation to the Grant Administrator or other point of contact according to the instructions in the Grant Award Notification.

#### **Follow Up Procedures**

Follow up on financial reporting to ensure that payment is received timely and that the payments match the reports. Follow up procedures include monitoring cash receipts and communicating with the Grant Administrator if payments do not match, or if payments are not received timely. Communicate with Grant Administrator and Project Director to improve any circumstances that affect accuracy and timeliness of payments received.

### Final Closeout Reporting

Identify the grant final closeout procedures provided by the Grant Award Notification and Grant Administrator. Follow the same procedures for reporting periodic financial data. Reconcile periodic financial reporting to the totals reported on the closeout reports for accuracy. Reconcile payments received to totals submitted. Identify and correct any discrepancies. The Project Director is responsible for providing data to complete closeout Progress and Performance Reports. Copies of all grant award documents, budgets and amendments, financial reports, progress and performance reports, supporting documentation, final closeout reports, and communications are to be kept in the Master Grant File.

### Follow the Procedures



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**EMPLOYEE HANDBOOK**  
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**PURCHASING POLICIES AND PROCEDURES**

The College is responsible for the payment of purchases made only through the approved purchase procedures. The following procedures are followed for the acquisition of all materials, supplies, equipment, repair, rent, services, and other obligations of the institution.

1. The department making the request is responsible for verifying that funds are available in the appropriate budget unit. If necessary, a completed copy of the Budget Revision Request Form is forwarded to the Business Office for entry into the computerized budgeting system. The Budget Revision Request Form (Appendix LL) should be obtained from the Business Office.
2. All purchase requests shall be processed through the online requisition system. The online requisition system is accessed through the "My BSCC" section of the "Faculty and Staff" heading located on the College's website. User I.D. and Password are required to enter the online requisition system. These may be obtained through the Computer Services Department. Under extreme circumstances, a paper copy of the purchase requisition may be used for purchase requests. The paper copy must be completed in its entirety and sent to the Coordinator of Purchasing for processing. The paper purchase order form is a triplicate form and should be obtained from the Business Office.
3. After the purchase requisition has been processed through the purchasing system, the approved purchase order is mailed to the vendor and copies are sent to the appropriate College personnel.

**Purchase Orders**

1. A properly executed purchase shall constitute a contract which is binding upon both the institution and the vendor. All purchase orders, adjustments, cancellations, and/or revisions to purchase orders must be in writing from the Coordinator of Purchasing.
2. All negotiations with a vendor pertaining to changes in prices, terms, conditions, substitutes, deliveries, etc., are to be handled through the Coordinator of Purchasing in coordination with the budget manager.
3. The Coordinator of Purchasing will provide for the consolidation of purchases whenever possible and thus obtain quantity discounts for volume purchases.
4. When a purchase order has been assigned by the Coordinator of Purchasing, copies are distributed as follows: (a) Original (white copy) to vendor, (b) Yellow copy to Accounts Payable, (c) Pink and goldenrod to requestor.
5. The goldenrod copy of the purchase order should be signed and forwarded to accounts payable for payment upon receipt of goods and/or services. Encumbrances will be liquidated when payment is made. Partial payments may be made if indicated on the receiving copy.



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**BOOKSTORE PURCHASES**

A purchase order is necessary for items purchased from the Campus Bookstores. The purchase will be charged to the departmental budget. All legal requirements, including bid procedures, apply to purchases made in the bookstore.

**COMPETITIVE BIDS**

State-supported institutions are required to obtain sealed bids for like items which exceed \$15,000 institution-wide during a fiscal period (October 1 through September 30) in accordance with state law. Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between the Purchasing Coordinator and the requesting department. It is imperative that all persons responsible for purchasing obtain and familiarize themselves with "The Alabama Competitive Bid Law." Purchases cannot be split to avoid the bid law.

All personal property acquisitions estimated to exceed \$500,000 shall be submitted to the Board of Trustees for approval. The Chancellor shall be authorized to approve unforeseen increases in cost not to exceed ten (10) percent of the Board-approved purchase amount.

**CHECK REQUEST**

Check Requests are only appropriate when the purchase order process can not be utilized by the specific vendor such as utilizing the Wal-Mart card. Checks are issued when all needed paperwork is received by Accounts Payable. When filling out the check request, please make sure all information is on the Check Request Form (Appendix MM).

**COURSE SYLLABI**

Faculty members will consult the Division Chair, College-Wide Dean, Instructional Site Director or Discipline Chair for copies of course syllabi. Faculty members are required to disseminate an approved college-wide state-approved course syllabus to each student in each course at the beginning of the semester but must also provide students with a daily/weekly schedule of course work.

A daily/weekly schedule (1) must include all the details necessary for each student to know the full range of requirements in a class; (2) must include an outline that gives the class activities for each class session; and (3) a grading structure. Each semester, a complete copy of each syllabus must be filed with the office of the appropriate Division Chair.





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### **Textbooks**

All textbooks and supplemental material required of students will be sold through the College bookstores. Under no circumstances are instructors to sell or take orders personally for such items. Instructors must use only those textbooks/materials approved for the course taught. Textbooks/materials provided by the instructor's department/division remain the property of the department/division.

1. Each discipline committee will review and recommend textbooks/materials through appropriate administrative/instructional processes.
2. The textbook/materials to be considered must meet the course description in the catalog and state syllabus.
3. A primary consideration of the committee shall be the cost of the textbook/materials to the student.
4. If the textbook/materials will lead to personal profit for the author who is a member of the Instructional discipline committee seeking to adopt the textbook/materials, the author shall not be permitted to vote.
5. The committee will make recommendations for adoption of a textbook/materials to the appropriate College-Wide Dean.
6. The appropriate College-Wide Dean will be responsible for informing the bookstore, in a timely fashion, of the approved textbook/materials.
7. The use of any supplementary textbook/materials which the instructor requires the student to purchase must be approved by the curriculum committee.
8. New editions of textbooks should be adopted for the first term that the textbook is reasonably available.
9. New books must be adopted using the Textbook Adoption Form (See Appendix NN).

### **FINAL EXAMINATIONS**

Final examinations must be given according to the examination schedule, unless previous arrangements are made with the College-Wide Dean. If a student needs to take a final examination early or late, approval of the instructor and appropriate College Wide Dean is required. For changes in the final examination schedule for distance learning courses, approval of the Chair for Distance Education is required.

