

	ACCOUNTING PROCEDURES HARRIS COUNTY DEPARTMENT OF EDUCATION	Reference: <i>CH Local</i> <i>CH Legal</i>
DATE DEVELOPED: 06-02-08		REVISED DATE: 02-12-09
SUBJECT: Contract Monitoring and Compliance Procedure		

Source of Policy

- CH Legal and CH Local Board Policies
- Chapter 44 of the Texas Education Code
- Financial Guidelines

Required Documents

- Copy of contract as approved by the Board or the Superintendent

Performed by Superintendent

1. Implement an organizational structure and assign functions to the Executive Team.
2. Assign and evaluate job descriptions to include contract management for their respective functions in each of the job descriptions of each member of Executive Team.
3. Assign the Assistant Superintendent for Business Services the development of a contract management system and internal controls in the Department and assign the authority to enforce the requirement of internal controls by program directors across the Department for contract management.

Performed by Administrator in Charge

1. Receive assignment of contract management via the job description and via his or her function in the Department within the organizational structure.
2. Implement an annual evaluation of the function, its related contract management responsibilities and internal controls with the organizational structure.
3. Implement a system of contract management system and internal controls for all program functions under the oversight of the administrator.

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4. Receive annual training on financial guidelines to include procurement policies and procedures by Purchasing Office and the Compliance Office.
5. Authorized personnel on contracts: Superintendent or Assistant Superintendent for Business Services ONLY.

For consultant contracts: function authority approval by

- ➔ Superintendent
- ➔ Assistant Superintendent for Business Services

6. Review the contract requirements.
7. Submit requests for purchases prior to commencing work or receiving goods. All purchases must be made via a duly authorized purchase order as per local policy.
8. Check the coding of expenditures to make sure that the FASRG is followed.
9. Follow this principle: No funds, no purchase order.
10. Implement procedures to make sure requirements are met.
11. Prepare an electronic requisition to encumber the contract and get purchase order from the Purchasing Department.
12. Prepare a Request for payments and reference the purchase order number under the contract at least 5 days before the payment is due.
13. Submit required documentation: (1) a request from the administrator certifying that HCDE receive value for services; (2) attach original or copy of invoices, (3) make sure funds are available in budget code; and (4) get proper approvals from supervisor(s). Note: original invoices must be sent to Accounts Payable by vendor.
14. Seek approvals as required (immediate supervisor and or Senior Level Management).

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15. Follow up with Accounts Payable to make sure that payment is made on time within the contract timelines.
16. Request inquiry access to Pentamation Finance Module from Technology Support Services.
17. Check the Pentamation system to check payments made to the prospective vendor and the status of encumbrances.
18. Follow up on timeline of contract renewal at least three months prior to expiration and meet with Procurement Staff to initiate the purchasing process and contract renewal process.
19. Utilize the Attestation Form for the purpose of certifying that all regulations and procedures have been followed before submitting a report to the agency, grant contract or application and-or requesting a signature from the Superintendent.
20. Adhere to the state guidelines for record retention for bank records.
21. Failure to adhere to established guidelines may lead to disciplinary action in accordance with HCDE Personnel Policies and Procedures.

For questions regarding any of these procedures, call the Business Office or Compliance Officer or send an email to enichols@hcde-texas.org.

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