	<b>ACCOUNTING PROCEDURES</b> HARRIS COUNTY DEPARTMENT OF EDUCATION	Reference: <i>CH (LOCAL)</i>
DATE DEVELOPED: 10/30/08		REVISED DATE: 10/30/08
SUBJECT: Use Purchase Orders for Processing Temporary Personnel Services		

### **Purpose**

To provide guidelines for processing temporary personnel services requests on the TEMPORARY PERSONNEL REQUISITION FORM and payments. **The form is located on the P: drive in the Human Resources folder, in the 'Forms' folder.**

### **Procedure**

The procedure for processing of temporary services will include the following steps:

### **Originating Division**

The Division will:

- 1) Identify the need for temporary services.
- 2) Ascertain that funding for the services is available.
- 3) Complete the Temporary Services Requisition Form. This form should be signed by the division director or budget manager and include the funding code.
- 4) Send the completed Temporary Personnel Requisition Form to the Human Resources division for processing.


All invoices upon receipt will be sent to the originating division so that the budget manager can verify the billing and approve payment of the invoice. Original invoices with an approval signature should then be sent to Accounts Payable. Budget Managers should make sure that the Purchase Order number is on the invoice.

### **Human Resources**

The Human Resources division will review the division's needs and approve the request. The Temporary Personnel Requisition Form will be numbered and completed. The Job Number of the contract will be included on the form. HR will contact the temporary service provider and receive an estimate and rate. These fees will be matched with the contract. Providers (vendors) will be asked to reference a PO # in each award by HR.

### **Purchasing**

The Purchasing Clerk will receive the Temporary Personnel Requisition Form from Human Resources and forward to Buyer to create a requisition according to the form.

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A copy of the Purchase Order will be sent to:

- ✓ Human Resources
- ✓ Originating Division
- ✓ Accounts Payable -- with the temporary personnel requisition form attached

### **Accounts Payable**

All invoices must be sent to the Accounts Payable by the division using the temporary personnel services along with their written approval. Only original invoices will be accepted.

### **Temporary Service Provider (Vendor)**

Invoices should indicate the Purchase Order number. Only original invoices will be accepted.

**According to CH Local**, all single item or cumulative expenditures amounting to \$25,000 are required to be pre-approved by the Board of Trustees prior to the culmination of the purchase. In order to meet this requirement, the Business Office will submit a payment history report for all vendors with cumulative payments of at least \$20,000 to the Board of Trustees each month.

### **Processing Deadlines and Check Distribution**

Payment authorizations submitted on Tuesday before 12:00 Noon will be processed on the following Wednesday. Refer to the Business Services Calendar for check distribution dates.

### **Replacement Checks**

If an employee or a temporary service provider (vendor or a contractor) does not receive payment within 7 business days after a regularly scheduled check distribution, Accounts Payable should be notified as soon as possible. A 'stop payment' will be processed at the depository bank and a replacement check will be issued. If a check has been cashed by someone other than the person entitled to payment, a bank affidavit must be completed before a replacement check can be issued.

### **Texas Sales Tax**

Payment authorizations should not include sales taxes for payment or reimbursements to employees. The Department is exempt from Texas Sales Taxes. HCDE pays hotel occupancy taxes.

No:



Harris County Department of Education

**TEMPORARY PERSONNEL REQUISITION FORM**

**Requisition**

Division:	Date of Request:
Date Needed:	Length of Assignment:
To Whom Will They report To:	Work Hours:
Lunch Hour:	Person requesting Temp:

Skills Needed:

**Description of Performance Responsibilities:**

**Budget Information**

Budget Code	Account Code	Percentage

**Justification for Request**

**Please provide justification for request:**

**Approval Signatures**

Division Director:	Date:
Human Resources Director:	Date:

**For Internal Use Only**

Temp Agency:	Job No:	Date:
Recruiter Processing Request:	Quoted Rate:	Estimated Total:
Temp's Name:		

**Distribution:**  
Human Resources  
Purchasing  
Requesting Division