

The original receipt must be **signed** by the person making the purchase and include the PO number and returned to Pam Wilke at Central Office. Please be sure to attach the receipt to a regular 8 ½ x 11 sheet of paper as the receipts are small and can be easily missed. If a missing receipt must be obtained from HEB there is a \$5.00 charge for the copy. The person who checked out the card on that date and did not turn in a receipt will be responsible for reimbursing FIDS for this charge.

It is the responsibility of each staff member that has an open PO to either HEB or Wal-Mart, to keep track of the balance on his/her PO. Any purchases over the amount of the PO are not authorized and the person making the purchase could be held personally responsible for the charges. There is a form on the Billie Net under Business Office Forms called “Purchasing-Open PO Balance” to assist you in keeping track of the balance. See example below.

**FIDS
OPEN PO BALANCE**

FISCAL YEAR	
PO NUMBER	
VENDOR	
ORIGINAL BALANCE	
BALANCE on Open PO	\$ -



Record all invoices received that are against this PO. Fill in the highlighted boxes and the PO Balance Column will calculate the balance remaining on the PO providing that all invoices are entered and correct. This will help determine if any adjustments are needed. Adjustments are made by means of a PO CR** which is to be submitted to Pam Wilke. Requestor will be notified by email of status of PO CR request.

NOTE: An increase to an open PO requires business office approval prior to additional expenses being incurred. If an open PO is to be closed please send the yellow copy to Pam Wilke stating that the PO is to be closed.

** Purchase Order Change Request(POCR) is available on the BillieNet under Business Forms

Inv. Date	Invoice No.	Invoice Amount	PO Balance
ENTER THE ORIGINAL PO BALANCE ON THIS LINE			\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00

FISD is exempt from all Sales Tax so tax should not be charged on any items purchased. If a Tax Exemption Certificate has not been provided by the vendor, an Exemption Certificate must be printed and taken along and presented to the cashier at the time of purchase. The Tax Exemption Certificate can be found on the Billie Net under Business Office Forms. See example below. If Sales Tax is charged, the staff member making the purchase will have to reimburse FISD for the amount of the sales tax.

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency
Fredericksburg ISD

Address (Street & number, P.O. Box or Route number)
234 Friendship Lane

City, State, ZIP code
Fredericksburg, TX 78624

Phone (Area code and number)
830-997-9551

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
sign here ▶		

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
 THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

It is possible that there are also HEB and Wal-Mart cards at the campuses to be used for purchases through the Activity Fund. Budgeted funds and the Activity Funds are two separate

funds, so it is very important that the cards be used accordingly. HEB or Wal-Mart cards issued for budgeted funds **cannot** be used to purchase items for any Activity Fund Organization, just as Activity funds **cannot** be used to purchase items for budgeted funds. Please ensure cards are marked accordingly.

Cards will still be available at Central Office for other departments to use such as Athletics, Maintenance, Special Ed, etc. In the event that all campus cards are checked out, staff members will still be able to check out a card at Central Office. They will need to bring their PO number with them when checking out a card. The receipt along with the card is to be returned to Central Office either the same day or the beginning of the next day. No cards will be allowed out over the weekend or during school holidays.

If problems arise with the cards such as not scanning properly or the cards are misplaced, please contact Pam Wilke at Central Office immediately.