



When the group is ready to sell their project, they are to contact the Purchasing Agent in the Business Department and submit the following information which is necessary to post the project online for public auction:

- Description of project;
- Pictures of the project;
- **Cost of project materials** (The detail of the material cost will be kept with the teacher/activity fund sponsor.);
- Minimum bid;
- Name and telephone number of district personnel to whom project detail inquiries are to be directed and through whom arrangements to view project are made;
- Days and times district personnel can be contacted;
- Name, address, and phone number of anyone who is known to have shown an interest in the project.

It is recommended that the teacher/sponsor prepare an article, to include a picture of the students with their project, for the local newspaper. This should be coordinated with the Purchasing Agent to ensure the publication runs before or while the auction for the project is open.

The Purchasing Agent will post all pertinent information on the available items for sale on the online auction service site, GovDeals.com.

The Purchasing Agent sets the auction start and end dates and times as well as buyer inspection information in coordination with the teacher/sponsor.

The auction service handles all aspects of the auction and sale electronically.

After the sale, the entire sales price sent to and received by the Business Department and deposited into the miscellaneous revenue account for that group. See account codes below.

The screenshot shows the ITCCS General Ledger interface. At the top, there are navigation menus for 'Main Menu' and 'Finance Inquiry Menu'. The page title is 'General Ledger' with the user ID 'WFN5915'. Below the navigation, there are buttons for 'Local Print' and 'Remote Print'. A search bar is present with 'File ID: C', 'Account Code Mask: 57', and a 'Find' button. The report type is set to 'Detail' and line spacing is 'Double'. The main table displays the following data:

Account	Description	Est. Revenue	Real. Revenue	Balance	Details
199 00 5749 63 000 500000	MISC REVENUE-AG. PROJ.	0.00	0.00	0.00	
199 00 5749 63 001 500000	REVENUE AG HECH PROJECTS	0.00	906.51-	906.51-	
199 00 5749 79 001 500000	REV-BLDG. TRADE PROJECTS	0.00	1,570.00-	1,570.00-	
199 00 5752 0F 001 591000	GAME RECEIPTS/SOCCER	1,500.00	0.00	1,500.00	
199 00 5752 0M 001 591000	GAME RCPTS-SOCCER	1,000.00	0.00	1,000.00	
199 00 5752 0T 001 591000	SOCCER TOURNAMENT	0.00	0.00	0.00	
199 00 5752 00 001 591000	SUR CHARGE/STADIUM	0.00	303.00-	303.00-	
199 00 5752 1H 001 591000	FOOTBALL TICKET SALES	73,000.00	54,220.00-	18,780.00	
199 00 5752 1H 041 591000	GAME RCPTS-MS FOOTBALL	6,000.00	4,178.10-	1,821.90	
199 00 5752 1T 001 591000	TOURNAMENT FEES	0.00	0.00	0.00	
199 00 5752 2F 001 591000	GAME RCPTS-MS BSKTEL GIRLS	5,500.00	1,041.50-	4,458.50	
199 00 5752 2F 041 591000	GAME RCPTS-MS BSKTEL GIRLS	2,400.00	1,393.30-	1,006.70	
199 00 5752 2M 001 591000	GAME RCPTS-MS BSKTEL BOYS	6,600.00	1,085.50-	5,514.50	
199 00 5752 2M 041 591000	GAME RCPTS-MS BSKTEL BOYS	2,000.00	510.50-	1,489.50	
199 00 5752 2T 001 591000	BASKETBALL TOURNAMENTS	0.00	1,059.00-	1,059.00-	
199 00 5752 3F 001 591000	REV-GIRLS TRACK	100.00	270.00-	170.00-	
199 00 5752 3F 041 591000	REV.MS TRACK GIRLS	150.00	255.00-	105.00-	

If not already provided, the teacher must provide the Assistant Superintendent for Business and Finance in the Business Department with information regarding material and other costs. Supporting documentation of costs will be maintained by the teacher with the activity fund files for 5 more years following the current completed year as is required by Texas Record Retention laws. Utilizing this information, the Business Department reports the sale to the State of Texas Comptroller's Office and pays the applicable tax on the sales quarterly.

The Business Department will send the activity fund at the high school a check (cut from the revenue account) to deposit in the activity fund of that group for the difference of the sales price less the material and other costs less the sales tax paid. If items are sold to taxable entities, tax will be presumed to be included in the total sales price and will be backed out. No gain on the sale is applicable at the District office. See form on last page.

Sales of small miscellaneous projects need not be bid to the public, however, the teacher is responsible to collect applicable sales tax and remit the entire amount collected and the details regarding cost to the District office so that applicable sales and sales tax is remitted to the Comptroller and funds returned to the activity fund.

Occasionally materials purchased by FISD are resold to students for the projects they are making and will keep. When this occurs, the teacher should collect funds, remit a record of which student paid how much to the district office. We will deposit funds to the budget account the supplies were taken out of so that the budget is increased again. The account number is 199-11-6399-79-001-x11.

