

Utilizing a Rewards Program to Capitalize on Common District Expenditures

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School: District Wide
District: Bardstown Independent
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My Superintendent/Principal is aware of and approved the submission of this "Best Practice". True

How many students did this Best Practice impact? District Wide: 2527

School Level/Grade:

- Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, 8th Grade, 9th Grade, 10th Grade, 11th Grade, 12th Grade

Identify and select the standard that relates to the purpose and direction as stated in the Kentucky AdvancED Standards.

Standard 4

Resources and Support Systems

The system has resources and provides services in all schools that support its purpose and direction to ensure success for all students.

Standard Area: Purchasing

(Approach) Describe how the practice aligns to the organization's goals, and how it aligns with students, parents, staff and the community.

A rewards program to earn 1% of the dollar amount in points to be used to purchase items or donate to a 501(c)3 U.S. nonprofit organization.

Describe the current situation before the practice was developed. Note reasons why improvements were needed.

Purchases made via credit card could benefit from a points program.

(Deployment) Describe the process used to develop the solution which became the Best Practice (or promising approach) and describe the implementation process.

- 1) Issue credit card - One card issued in district in the name of the Superintendent and a copy maintained at district office for allowable expenditures with an approved purchase order.
- 2) Determine master list of vendors - Master list of vendors who accept payment is defined and reviewed.
- 3) Process disbursement - A/P Manager processes invoice as a direct disbursement.
- 4) Issue payment - A/P Manager issues payment authorization to vendor to process payment by fax/email.
- 5) Reconcile statement - A/P Manager reconciles card statement, approved by Finance Officer.
- 6) Validate payment and balance - Treasurer processes online payment for credit card balance.
- 7) Process donation - Treasurer donates points to Foundation.

(see the attached file for more information regarding the process and related forms)

(Learning): Describe the tangible results achieved, including trends for summative (outcome) and formative (leading) indicators, and the comparative data used to suggest that this is a Best Practice or, promising approach.

Since January, 2010 – district had processed \$1,471,744 in common district expenditures on our district credit card, American Express, in lieu of issuing a vendor check.

The school district has chosen to convert the points in the form of a donation to the Bardstown Foundation for Excellence in Public Education. To date, 1,237,000 points have been donated to the Foundation, or in dollars, checks totaling \$12,370.

(Integration): Lessons learned and future plans to sustain this best practice.

Established in 1985, the Foundation has provided technology grants, math and science programs, and enrichment programs of all kinds to appeal to a broad number of students during school breaks, as well as initiated a program to provide stringed instrument instruction during the school day.

List any training materials/resources that could be shared with other schools and a description of how the materials/resources are being used.

- 1) Process document
- 2) Master list of vendors
- 3) Payment authorization
- 4) Online statement
- 5) Donation statement