



TCSA Model Board Policy Series

Module 100: *Financial Operations 2015*
Charter Board Policy for
University of Texas - University Charter School

INTRODUCTION

The Model Board Policies for Charter Schools is a series of publications by the Texas Charter Schools Association (TCSA). These publications are an educational tool for charter school leaders to aid in the operation and management of open-enrollment charter schools in Texas.

Overall Policy Framework

Each module in the Board Policy Series provides a summary of federal and state statutes, regulations, and related materials applicable to open enrollment charter schools. Citations to these materials are provided throughout the module and many contain a hyperlink so the actual statutory or regulatory provision can be accessed on the Internet. The summary is designated by the LEGAL AUTHORITY tab on the right edge of each page.

After the LEGAL AUTHORITY portion of the module you will find the model policy section designed to comply with current statutory and regulatory requirements described in the LEGAL AUTHORITY summaries. These policies are designated by the red CHARTER BOARD POLICY tab on the right edge of each page.

These are suggested policies to address the requirements set forth in this Module. Prior to adoption of the model policies by the Board of a charter school, each policy should be customized by including the school's name and by tailoring the language, if appropriate, to fit the specific needs, culture and requirements of the school. TCSA recommends that the Board of a charter school consult with and obtain the advice of the school's legal counsel in connection with adopting policies to comply with laws governing charter schools.

TCSA plans to update the Model Board Policies for Charter Schools after each Texas Legislative Session to reflect changes in applicable laws and regulations. We encourage you to renew your subscription to the policy series after each update to ensure that your school has the most recent laws and regulations.

Scope of Service & Copyright Notice

This policy module prepared by the TCSA is designed and intended as a resource of information for charter schools and is not to be construed as legal advice. It should be used in connection with consulting and obtaining the advice of the school's legal counsel to ensure compliance with applicable legal requirements.

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Module 100: *Financial Operations 2015*

The Financial Operations, Module 100, is the first module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to the financial operations of charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules in the series include:

Module 200: Charter School Governance & Organization

Module 300: General School Operations

Module 400: Students

Module 500: Open Government

Module 600: Human Resources

Legal Abbreviations Used In the TCSA Model Board Policy Series

<u>Atty. Gen. Op.</u>	<u>Attorney General Opinion</u>
<u>C.F.R.</u>	<u>Code of Federal Regulations</u>
<u>Tex. Admin. Code</u>	<u>Texas Administrative Code</u>
<u>Tex. Educ. Code</u>	<u>Texas Education Code</u>
<u>Texas Gov't Code</u>	<u>Texas Government Code</u>
<u>Tex. Labor Code</u>	<u>Texas Labor Code</u>
<u>Texas Local Gov't Code</u>	<u>Texas Local Government Code</u>
<u>U.S.C.A.</u>	<u>United States Code Annotated</u>

100.020. ANNUAL OPERATING BUDGET

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Budget Process

Section 1.1. FASRG. The Superintendent will ensure that UT-UCS follows a budgeting process that is consistent with the requirements in the Budgeting Module of the Texas Education Agency’s (“TEA”) Financial Accountability System Resource Guide.

Section 1.2. Business Manager. The Superintendent delegates responsibility for the preparation of the annual budget to the Business Manager.

Section 1.3. Campus Improvement Plan. Each year before the annual operating budget is drafted, the Superintendent shall ensure that a campus improvement plan, which is based on a needs assessment of UT-UCS, is drafted and finalized. The needs assessment and campus improvement plan shall be completed by July 1. The campus improvement plan shall inform the drafting of the annual budget.

Section 1.4. Adoption. The Board shall formally adopt the budget, in a meeting open to the public, before the fiscal year of September 1st begins and before the expenditure of any funds.

Section 1.5. Minutes. The Secretary of the Superintendent will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

Section 1.6. Post-Adoption. After the adoption of the budget, the Superintendent and the Board shall review actual fund disbursements compared to the adopted budget and make amendments as needed. This shall occur soon after actual student enrollment is determined.

SECTION 2. Fiscal Compliance

The Superintendent shall ensure that UT-UCS complies with all state and federal laws and rules concerning the budget and related processes of public K-12 schools in Texas, including but not limited to, laws and rules concerning online budget posting and financial solvency. In addition, the Superintendent shall ensure that UT-UCS complies with the fiscal policies and procedures of The University of Texas.

<http://www.utexas.edu/business/accounting/hbp/>

100.040. USE OF STATE FUNDS

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Use of State Funds

The VP of UT-UCS shall ensure that the school uses state funds only for lawful purposes.

<http://policies.utexas.edu/policies/university-funds>

SECTION 2. Comingling of Charter & Non-Charter Business Prohibited

The VP shall ensure that the business activities of UT-UCS that are not directly related to the management and operation of UT-UCS are kept in separate and distinct accounting, auditing, budgeting, reporting, and recordkeeping systems from those recording the business activities of UT-UCS.

SECTION 3. Interested Transactions

<http://www.utsystem.edu/bor/rules/30000Series/30104.pdf>;
<http://www.utsystem.edu/bor/procedures/policy/policies/UTS180.pdf>

Section 3.1. Each member of the Board shall comply with all conflict of interest laws and rules applicable to affected board members.

Section 3.2. The Superintendent shall ensure that the employees of UT-UCS shall comply with all conflict of interest laws and rules applicable to affected employees, including, but not limited to, the UT-Austin Individual Conflicts of Interest Policy.

<http://policies.utexas.edu/policies/individual-conflicts-interest>

Section 3.3. The Superintendent shall ensure that the following shall be recorded in the accounting, auditing, budgeting, reporting, and recordkeeping systems for the management and operation of the school:

- a. Financial transactions between the school and the non-charter activities of the charter holder;
- b. Financial transactions between the school and an officer or employee of the charter holder or the school;
- c. Financial transactions between the school and a member of the governing body of the charter holder or the school; and
- d. Financial transactions between the school and any other person or entity in a position of influence over the charter holder or the school.

100.060. STATE FISCAL COMPLIANCE

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Fiscal Year

UT-UCS shall operate on a fiscal year beginning September 1st and ending August 31st.

SECTION 2. Financial Accounting

<http://www.utsystem.edu/bor/procedures/policy/policies/uts142.html>

Section 2.1. Compliance. The Superintendent shall ensure that UT-UCS fully complies with: generally accepted accounting principles, Texas Education Agency’s (“TEA”) Financial Accountability System Resource Guide, TEA’s Student Attendance Accounting Handbook, Public Education Information Management System (PEIMS), and any other applicable federal or state standards for financial management systems.

Section 2.2. Financial Reporting. The Superintendent or designee shall make an accurate, current, and complete disclosure of financially assisted activities in accordance with financial reporting requirements of each grant or subgrant.

Section 2.3. Accounting Records. The Superintendent or designee shall maintain records that adequately identify the source and application of funds provided for activities assisted with state or federal funds.

Section 2.4. Internal Control. The Superintendent or designee shall maintain effective control and accountability of all federal grant and sub-grant cash, real and personal property, and other assets obtained with federal funds. The Superintendent or designee shall safeguard all such property and assure that it is used solely for authorized purposes.

SECTION 3. Grant Management Standards

Section 3.1. Compliance. If UT-UCS receives a grant directly from a state or federal agency the Superintendent shall ensure that UT-UCS is in compliance with the grant requirements of that state or federal agency.

Section 3.2. Employee Time Sheet. If a UT-UCS employee’s compensation is funded by any grant, the Superintendent shall ensure that the employee maintains a time sheet on which he or she records the time spent during the work day along with a description of the service he or she performed during that time.

Section 3.3. Signature. The Superintendent shall ensure that the time sheets will contain the signatures of the employee who completed the time sheet, a school official, and the UT-UCS’s grant manager.

SECTION 4. Annual Audit by the Charter

Section 4.1. Annual Audit. Annually, the Chair of the Board for UT-UCS shall ensure the engagement of a certified public accountant (“CPA”) to have the financial and programmatic operations of UT-UCS audited. UT-UCS shall select and contract only with CPAs that are licensed by the Texas State Board of Public Accountancy and registered as a provider of public accounting services.

Section 4.2. Filing with TEA. The Superintendent shall ensure that UT-UCS timely files a copy of the annual audit report with the TEA division responsible for school financial audits. The report shall include a certificate of the Board which will include the original signatures of both the presiding officer and the secretary of the Board. The certificate shall indicate if the Board approved or disapproved the contents of the report along with the date of the Board’s approval or disapproval. This approval or disapproval shall be supported in the Board’s meeting minutes. The Superintendent shall ensure that if the Board disapproved the audit, it shall still be filed with TEA along with a statement identifying the reason(s) for Board disapproval.

SECTION 5. Annual Financial Statement

SECTION 5.1. Annual Financial Statement. The Superintendent of UT-UCS shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts or other general sources from which funds are derived;
- b. the total disbursements of the fund itemized by the nature of the expenditure; and
- c. the balance in the fund at the close of the fiscal year.

SECTION 6. Annual Financial Management Report

Section 6.1. The Superintendent shall ensure that UT-UCS complies with the reporting procedures TEA develops for charter holders to prepare and distribute the school’s annual financial management report.

SECTION 7. Audit by the Commissioner

Section 7.1. UT-UCS and its officers, employees and agents shall fully cooperate with an audit by the commissioner of education.

SECTION 8. Attendance Accounting

Section 8.1. Compliance. The Superintendent shall ensure that UT-UCS complies with the TEA Student Attendance Accounting Handbook and all other laws and rules concerning charter school student attending accounting, reporting and record keeping.

Section 8.2. Responsibility. The Superintendent, chief campus leaders and teachers of UT-UCS will be responsible to the Board of UT-UCS and to the state to maintain accurate, current student attendance records;

Section 8.3. When Attendance Is Taken. Attendance at UT-UCS will be determined in conjunction with the directors of the residential facilities where UT-UCS campuses are located and approved by the Board. UT-UCS will not change the established period in which absences are recorded during the school year.

SECTION 9. PEIMS Data Standard

Section 9.1. PEIMS. The Superintendent shall ensure that UT-UCS's fiscal accounting system is compatible with PEIMS data standards and conforms to Generally Accepted Accounting Principles.

Section 9.2. Account Code Structure. The Superintendent shall ensure that, with the exception of the codes that may be used at local option, UT-UCS shall use the account code structure described in TEA's Special Supplement to the Financial Accountability System Resource Guide, Nonprofit Charter School of Accounts.

100.080. FEDERAL FISCAL COMPLIANCE

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Commitment to Compliance

Prior to expending federal grant funds, the Superintendent shall ensure that UT-UCS consults the appropriate compliance standards. The Superintendent shall adopt and follow appropriate procedures to ensure that all grant funds are expended in accordance with applicable requirements, including where applicable, the Education Department General Administrative Regulations (EDGAR).

SECTION 2. Time and Effort

Section 2.1. Employee Time Sheet. If a UT-UCS employee’s compensation is funded by any grant, the Superintendent shall ensure that the employee maintains a time sheet on which he or she records the time spent during the work day along with a description of the service he or she performed during that time.

Section 2.2. Substitute System. Each school year, the Superintendent shall submit a management certification form by the deadlines required by the Texas Education Agency to qualify as a participant under the substitute system of semi-annual time and effort reporting for employees of UT-UCS. The Superintendent shall also ensure that any eligible employee participating in the substitute system of federal time and effort reporting completes a schedule and certification form at least semi-annually. The Superintendent shall ensure that the semi-annual certification form contains the signature of the employee and the employee’s supervisor. The semi-annual certifications for each employee shall be maintained as part of the records of the charter school.]

Section 2.3 Signature. The Superintendent shall ensure that the time sheets contain the signatures of the employee who completed the time sheet, a school official and the UT-UCS’s grant manager.

SECTION 3. Use of Federal Grant Funds for Procurement

Section 3.1. Compliance. When expending federal grant funds, the Superintendent or designee shall ensure compliance by UT-UCS’s employees, officers and agents with all applicable federal and state procurement standards and policies, including the policies and procedures of The University of Texas. Violations of applicable laws or policies may lead to disciplinary consequences including and up to termination of employment or removal from any officer position if applicable. The Superintendent shall implement procedures for procurement using federal funds that incorporate the standards set forth in 34 CFR §80.36(b).

http://www.utexas.edu/business/accounting/hbp/07_purch/purch6.html

SECTION 4. Special Fiscal Requirements under Title I, Part A of NCLB (“Title I”)

Section 4.1. Supplement not Supplant. The Superintendent shall ensure that Title I funds will be used to supplement, not supplant regular non-federal funds.

Section 4.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the Superintendent. The documentation must clearly demonstrate the supplementary nature of federal funds.

Section 4.3. Campus Improvement Plan. The Superintendent shall ensure that Title I funds used by UT-UCS shall be aligned to the campus improvement plan. There shall be no costs expended that are not directly related to the campus improvement plan.

- a. A comprehensive needs assessment shall be conducted that will inform the drafting of the campus improvement plan. The campus improvement plan shall be aligned to the needs assessment and only needs that can be met with current funding levels shall be addressed in the campus improvement plan.
- b. New goals shall be added as new money is identified.
- c. The Superintendent shall ensure that UT-UCS shall conduct the needs assessment and campus improvement plan prior to any grant application.

Section 4.4. Comparability Testing. Unless the charter school is exempt from Title I’s comparability requirements, the Superintendent or designee shall ensure that UT-UCS remains in compliance with all applicable comparability requirements. To ensure proper use of the receipt of any Title I, Part A funding, UT-UCS will strive to avoid diverting state and local resources away from its Title I, Part A campus(es) by:

- a. Implementing a district-wide salary schedule. The Superintendent shall recommend for Board approval a salary schedule that indicates salary comparability across all Title I and non-Title I campuses and positions. The district wide salary schedule shall allow for fair and comparable compensation for each position based each employee’s job duties, special assignments, education, certifications, and experience. The Superintendent shall administer the compensation plan in a manner consistent with the annual budget adopted by the Board;
- b. Ensuring equivalence among campuses in teachers, administrators, and other staff. The ratio of students to teachers, administrators, and other staff at each Title I campus shall be equivalent to the ratio of students to teachers, administrators and other staff at non-Title I campuses. Equivalence shall be determined by various reasonable and appropriate factors;
- c. Ensuring equivalence among campuses in the provision of curriculum materials and instructional supplies. Each Title I and non-Title I campus

shall receive equivalent funding for curriculum and instructional materials. Equivalence shall be determined by various reasonable and appropriate factors; and

- d. Adjusting to Ensure Comparability. The Superintendent or designee shall conduct testing to measure comparability and maintain records documenting compliance. If any instances of noncompliance are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability, seeking board approval where necessary or appropriate.

SECTION 5. Special Fiscal Requirements under IDEA, Part B (Special Education)

The Superintendent shall ensure that UT-UCS complies with the specific requirements applicable to the receipt of special education funding including maintenance of effort, excess costs, supplemental use, and Coordinated Early Intervening Services.

SECTION 6. Charter Schools Program (CSP), NCLB Title V, Part B

Section 6.1. Compliance. If UT-UCS receives CSP grants, the ED shall ensure that UT-UCS shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

Section 6.2. Fiscal Control. The Superintendent shall directly administer or supervise the administration of any projects funding through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

Section 6.3. Conflicts of Interest. UT-UCS Board members and employees shall avoid apparent and actual conflicts of interest. An individual is prohibited from participating in an administrative decision regarding a project funded through CSP funds if the decision is likely to benefit that person or an immediate family member and the person is a public official or has a family or business relationship with UT-UCS. A person is prohibited from participating in a project to use his or her position for a purpose that is, or gives the appearance of being, motivated by a desire for a private or financial gain for that person or for others.

Section 6.4. Procurement. When using CSP funds to enter into a contract for equipment or services the ED, or the ED's designee, shall comply with the applicable federal procurement standards. No Board member, employee, officer, or agent of UT-UCS may participate in the selection, award, or administration of any contract supported by federal funds if a real or apparent conflict of interest exists.

100.100 CASH MANAGEMENT & CREDIT CARD NUMBER PROCEDURES

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. School Funds

School funds are public funds. Consequently, all expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts.

The Superintendent of UT-UCS shall ensure that UT-UCS complies with the cash management and credit card procedures of The University of Texas.

http://www.utexas.edu/business/accounting/hbp/06_cash/index.html

SECTION 2. Activity Funds

Parent/Volunteer Groups. The Superintendent or designee may develop procedures for parent and school volunteer groups to follow in the collection of funds. Such procedures should distinguish between what the school is collecting and what the parent group is collecting. The Superintendent or designee shall ensure that UT-UCS complies with Tex. Educ. Code § 12.108 with regard to any fees collected by UT-UCS from students or parents.

SECTION 3. Credit Card Procedures

<https://purchasing.utexas.edu/procard/policies-and-guidelines>

100.110 ELECTRONIC SIGNATURES

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1.

UT-UCS wishes to promote effective and efficient use of electronic communications to conduct school business. An electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

Section 1.1. The individual affixing his or her electronic signature to a document, contract, data transmission, or report is otherwise authorized by the governing body to represent the UT-UCS in legal transactions, to commit the resources of the charter school, or to make or affirm representations concerning operations of the charter school.

Section 1.2. The electronic signature identifies the individual signing the document by his or her name and title;

Section 1.3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature is affixed; and

Section 1.4. The identity of the individual signing with an electronic signature is capable of being validated.

SECTION 2.

The Superintendent or designee shall develop and maintain an electronic record keeping system that can receive, store, and reproduce electronic records and signatures of electronic transactions in their original form. The records shall be retained in an accessible format for as long as legally required.

SECTION 3.

This policy does not require electronic signatures to be created or used for any particular business transactions for the charter school.

100.120. ACCOUNTING FOR CAPITAL ASSETS

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1

SECTION 1.1. Capital Asset. A capital asset for UT-UCS is an asset that is:

- a. Tangible in nature;
- b. Has a life that exceeds one year;
- c. Is valued at \$5,000 or more per unit; and
- d. Is reasonably identified and controlled through a physical inventory system.

SECTION 1.2. Documentation. The Superintendent shall ensure that UT-UCS maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory. The Superintendent will ensure that a physical inventory of capital assets takes place once every two years in accordance with rules.

SECTION 1.4. Financial and Compliance Report. For purposes of the Financial and Compliance Report, the Superintendent shall ensure that the report includes:

- a. An exhibit in the financial and compliance report identifying all capital assets and the ownership interest of local, state, and federal parties; or
- b. A statement that all property acquired during the term of the UT-UCS, and all property presently held by UT-UCS, may be considered public property.

100.160. PAYROLL

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1.1. Accurate & Timely Payroll. The Superintendent shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules, including the policies and procedures of The University of Texas.

http://www.utexas.edu/business/accounting/hbp/13_payroll/index.html

100.180. PROPERTY

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Public Property Held in Trust

SECTION 1.1. Public Property. An interest in real estate or personal property acquired, improved or maintained using state funds that were received by the UT-UCS on or after, September 1, 2001, is public property for all purposes under state law.

SECTION 1.2. Public Property Held in Trust. Public property is held by the UT-UCS in trust for the benefit of enrolled students.

SECTION 2. Use of Public Property

SECTION 2.1. Allowable Use. The Superintendent shall ensure that public property shall only be used for a purpose for which a school district may use school district property, in accordance with the policies and procedures of The University of Texas, and only to implement a program that is described in the charter and is consistent with the Texas Education Code §12.102.

http://www.utexas.edu/business/accounting/hbp/16_inv/inv1.html;
<http://policies.utexas.edu/policies/use-university-physical-facilities-equipment-or-other-resources-faculty-and-staff>

The Superintendent also shall ensure that UT-UCS employees, agents and contractors do not use or apply public property for any purpose but a program described in UT-UCS’s charter.

SECTION 2.2. Exception to Allowable Use. Employees of UT-UCS may use local telephone service, cellular phones, electronic mail and Internet connections for incidental personal use under the following conditions:

<http://security.utexas.edu/policies/aup.html>

- a. Such incidental personal use must not result in any direct cost paid with state funds. If this does happen, the Superintendent shall ensure that the employee who caused the direct cost to be incurred by UT-UCS shall reimburse UT-UCS;
- b. Such incidental personal use shall not impede the functions of UT-UCS;
- c. The use of public property for private commercial purposes is strictly prohibited; and
- d. Only incidental amounts of an employee’s time for personal matters, comparable to reasonable coffee breaks during the day, are authorized under this section.

SECTION 2.3. Violations of Section 2.

SECTION 2.3.1. Employee Violations. The Superintendent shall ensure that a violation of Section 2 of this policy by an employee of UT-UCS shall have disciplinary consequences which may include termination of employment.

SECTION 2.3.2. Joint Use of Real Property. The Board President shall ensure that the Board takes a separate vote to approve any joint use of real property for charter and non-charter activities. In the meeting minutes of the vote approving the joint use, the Superintendent or designee shall ensure that the minutes set forth the methodology used to allocate shared costs and the percentage allocation basis between charter and non-charter activities.

100.200. PURCHASING & CONTRACTING

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

http://www.utexas.edu/business/accounting/hbp/07_purch/index.html

SECTION 1. Professional Services

SECTION 1.1 Applicable Law. The Superintendent shall ensure that professional service providers are selected in accordance with the applicable law.

http://www.utexas.edu/business/accounting/hbp/12_contractors/index.html

SECTION 2. Cooperative Purchasing Programs

The Superintendent shall ensure full compliance with all applicable law and rules if UT-UCS has amended its charter to enter into a cooperative purchasing program.

http://www.utexas.edu/business/accounting/hbp/07_purch/index.html

SECTION 3. State Travel Management Program

Board members, officers, and employees, engaged in travel on official business of UT-UCS, shall utilize the Texas Comptroller’s State Travel Management Program where it provides a better value for UT-UCS.