

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 4 - OPERATIONAL SERVICES**

4:10	Fiscal and Business Management
4:20	Fund Balances
4:30	Revenue and Investments
4:40	Incurring Debt
4:45	Insufficient Fund Checks
4:45-AP	Administrative Procedure - Insufficient Fund Checks
4:50	Payment Procedures
4:50-E	OPEN
4:55	Use of Credit and Procurement Cards
4:55-AP	Administrative Procedure - Controls for the Use of District Credit or Procurement Cards
4:55-E	Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
4:60	Purchases and Contracts
4:60-E	Operational Services – Exhibit – No Notice to Contractors
4:60-AP1	Administrative Procedure - Purchases
4:60-AP2	Administrative Procedure - Third Party Non-Instructional Contracts
4:70	Resource Conservation
4:70-AP	Administrative Procedure - Resource Conservation
4:80	Accounting and Audits
4:80-AP	Administrative Procedure – Checklist for Internal Controls
4:90	Activity Funds
4:100	Insurance Management
4:110	Transportation
4:110-AP1	Administrative Procedure - School Bus Post-Accident Checklist
4:110-AP2	Administrative Procedure - Post-Trip Inspection and Erratic Driving Reports
4:120	Food Services
4:120-AP	Administrative Procedure - Food Services
4:130	Free and Reduced-Price Food Services
4:140	Waiver of Student Fees
4:140-AP	Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees
4:140-E1	Exhibit - Application for Fee Waiver

- [4:140-E2](#) Exhibit - Response to Application for Fee Waiver, Appeal, and Response to Appeal
- [4:150](#) Facility Management and Building Programs
- [4:160](#) Environmental Quality of Buildings and Grounds
 - [4:160-AP](#) Administrative Procedure - Environmental Quality of Buildings and Grounds
- [4:170](#) Safety
 - [4:170-AP1](#) Administrative Procedure - Comprehensive Safety and Crisis Program
 - [4:170-AP2](#) Administrative Procedure - Criminal Offender Notification Laws
 - [4:170-AP3](#) Administrative Procedure - School Bus Safety Rules
 - [4:170-AP4](#) Administrative Procedure - Emergency Preparedness Response to Homeland Security Codes
 - [4:170-AP5](#) Administrative Procedure - Unsafe School Choice Option
 - [4:170-AP6](#) Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility
 - [4:170-AP6, E1](#) Exhibit - School Staff AED Notification Letter
 - [4:170-AP6, E2](#) Exhibit - Automated External Defibrillator Incident Report
 - [4:170-AP7](#) Administrative Procedure - Targeted School Violence Prevention Program
 - [4:170-AP7, E1](#) Exhibit - Threat Assessment Decision Tree
 - [4:170-AP7, E2](#) Exhibit - Threat Assessment Documentation
 - [4:170-AP7, E3](#) Exhibit - Targeted School Violence Prevention and Threat Assessment Education
 - [4:170-E1](#) Exhibit - Accident Form
 - [4:170-E2](#) Exhibit - Memo to Staff Members Regarding Contacts by Media About a Crisis
 - [4:170-E3](#) Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
 - [4:170-E4](#) Exhibit - Letter to Parents Regarding Student Safety
 - [4:170-E5](#) OPEN
 - [4:170-E6](#) Exhibit - Informing Parents About Offender Community Notification Laws
- [4:180](#) Pandemic Preparedness
 - [4:180-AP1](#) Administrative Procedure - School Action Steps for Pandemic Influenza
 - [4:180-AP2](#) Administrative Procedure - Pandemic Influenza Surveillance and Reporting