



**EMPLOYEE
BUDGET AND
PAYROLL
INFORMATION**

Creating success in education, the workplace, and life.



PAYSTUB EXPLANATION

- Direct Deposit on the last working day of the month
- Paystub will be securely e-mailed to you
 - Password: your first initial, your last initial, last five digits of your SSN
- The format of the paystub you receive via e-mail will look slightly different than the estimated example you receive from the payroll module.

TAXED DEDUCTIONS

- OMES-EGID (LIFE) - this is any life insurance that is paid by you
- AMERICAN FIDELITY – these are any taxed AFA products that are paid by you

NON-TAXED DEDUCTIONS

- AMERICAN FIDELITY – these are any non-taxed AFA products that are paid by you
- HSA AM FIDELITY – this is any HSA that is paid by you
- EMPLOYEE DEP ACCT 457(b) or 403(b) GWN - this is any annuity that is paid by you
- OMES-EGID (DEP HEALTH, VISION, etc.) - this is any insurance that is paid by you
- SECTION 79 LIFE TAX – this is shown as credit because it is paid by NWTC

INCOME

- *Anything listed in this area may only have a standard job code and not the description below.*
- SALARY- the amount listed first is your regular monthly salary
- SALARY ADJUSTMENT – the amount of community service stipend you received (Dec & June)
- SALARY ADJUSTMENT – the amount of any extra duty or night classes you may teach
- CIVIC ORGANIZATION STIPEND – this is the monthly amount of your stipend (if applicable)
- STATE CREDIT DIST PD – this is your Teacher Retirement offset amount paid by NWTC
- FLEX BENEFIT CASH – this is any balance due to you if you chose a lower cost insurance plan

FRINGES

- OMES-EGID (EMP HEALTH) – this is your health insurance paid by NWTC
- OMES-EGID (EMP DENTAL) – this is your dental insurance paid by NWTC
- GWN MARKETING 401A – this is your annuity match that is paid by NWTC
- DIST PD TEACHER RTMT – these are your teacher retirement fees that are paid by NWTC
- PRINCIPAL FINANCIAL GROUP – this is your life insurance and dependent life paid by NWTC

TRENDS/ADPC ACCOUNTING SYSTEM

You will use Trends to create requisitions to purchase goods and services, as well as manage your budget.

- Trends can be accessed from any computer with internet access at <https://adpc.cameyo.com>
- You will receive an e-mail from Trends/ADPC with instructions to set up your online Cameyo username and password
 - If you have problems with this Cameyo password, please see the directions below
- Trends has TWO separate sets of usernames and passwords
- You will receive your second set of login information from Ashlee
 - USERNAME: _____
 - PASSWORD: _____

TRENDS QUESTIONS OR PROBLEMS?

- Contact Ashlee for:
 - Trends directions or general questions
 - Login issues
 - Budget questions
 - Requisition approvals
 - Changes needed to a Requisition or Purchase Order
 - Account coding questions
- Contact Liz or Brenda for:
 - Invoice questions
 - Payment questions

TRENDS ONLINE PORTAL PASSWORD RESET

Changing your Password

To change your password, simply log into the portal at adpc.cameyo.com and click the drop down next to your email in the top right corner of the screen and select "My profile". Here you can change your password and drives.

Password Recovery

If you've forgotten your password, you can click "Password Recovery" on the login screen. This will send a new password from our Cloud provider to your Cloud associated email (the same email address you use to log into the Cloud Portal.) Once you've logged in, you can simply change your password again, as described in the instructions above.

NWTC STAFF WEBPAGE - HELPFUL FORMS AND GUIDES

Purchases, Requisitions, Donations, and Inventory Related Forms

<https://nwtech.edu/purchases-requisitions-and-inventory/>

- ADPC (Trends) Cloud Account Access <https://adpc.cameyo.com>
- Credit Application (completed application to send to vendors that request it)
- New Vendor Request for Information (paperwork required for new vendors on campus)
- Tax Exempt Permit
- Trends Requisitions Tips
- W-9 (completed NWTC form to give to vendors that request it)
- And LOTS more!

TRENDS REQUISITION PROCESS

You should also receive a detailed guide with instructions on the requisition process from either Liz on the Alva Campus or Brenda on the Fairview Campus.

The “Trends Requisitions Tips” guide created by Liz is also available on the NWTC Staff Webpage under “Purchases, Requisitions, Donations, and Inventory Related Forms” at <https://nwtech.edu/purchases-requisitions-and-inventory/>.

REQUISITION APPROVAL PROCESS

- Please inspect shipments and turn in invoices as soon as possible after you receive them!
- Requisition to PO approval process
 - STEP ONE – You submit a requisition
 - STEP TWO - Your supervisor approves the purchases listed on the requisition
 - STEP THREE - Ashlee approves your budget & coding, then converts the Req into a PO
 - STEP FOUR – BOE approves the PO for payment (no payments made until this step)
- **YOU ARE NOT APPROVED TO MAKE A PURCHASE UNTIL YOU HAVE RECEIVED AN EMAIL FROM ASHLEE WITH A PO NUMBER**

ADDING A NEW VENDOR IN TRENDS

- **W-9** REQUIRED TO BE COMPLETED BY ALL VENDORS
 - Please give all completed W-9 forms to Ashlee
- **NEW VENDOR REQUEST FOR INFORMATION** (paperwork found on NWTC Staff Website)
 - Paperwork required if the vendor will be performing work ON CAMPUS
- Detailed instructions can be found in the “Trends Requisitions Tips” guide
- If you have questions, please contact Ashlee

HOW TO DETERMINE IF YOUR REQUISITION HAS BEEN APPROVED AND CONVERTED INTO A PURCHASE ORDER

***You should receive an e-mail from ASHLEE R SNEARY <Requisitions@adpcfiles.com> with an attached PDF of the approved Purchase Order before making any purchases.**

If you have not received an e-mail, you can check to see if your requisition has been approved in Trends a couple of different ways:

1. Go to your Requisition screen
2. Click on the Options button
3. Choose either of the following options:
 - a. Display All Requisitions
 - b. Display Requisition Status
4. Depending on the option you choose, an approved requisition will either show "Converted" or "Approved"
5. At that point you can select it and print it if needed

****REMINDER** a Requisition Number and a Purchase Order Number are NOT the same thing! A requisition number is only a place holder and is used for literally nothing else. You will need the PO number for all paperwork and any questions you have.

IMPORTANT NOTE - Your Trends screen will show the REQUISITION only! Any changes you have requested made by Ashlee will NOT be reflected here! In order to see any changes and the final Purchase Order, you will need to print the Purchase Order.

TO PRINT A PURCHASE ORDER

1. From the Requisition Screen, first follow the directions above to choose the requisition.
2. Click on the Print button
3. Chose the 2nd option to "Print Purchase Order"
 - a. This will print the actual PO with all changes reflected

HOW TO DETERMINE ACCOUNT BUDGET BALANCES

In the Trends REQUISITIONS screen, click on SELECT in the Account Code ID box. This list has ALL of your available codes including travel, registration, fees, etc.

Select an ACCOUNT CODE to see the balance. At the bottom of the SELECT ACCOUNT CODE box it shows the APPROPRIATED amount (beginning budget total) and the BUDGET BALANCE (remaining amount in the account).

At the bottom of the larger REQUISITION box, it shows your SUBMITTERS BUDGET balance. This amount is your total ADJUSTABLE budget balance, excluding travel, registration, or specialty codes. This number is the same as the budget total shown on the ADJUST BUDGET AMOUNTS screen.

Account Description	YR	FD	PRJ	FUNC	OBJ	PGM	SUBJ	JOB	SITE
CONST - MAINT & REPAIR	5	11	419	1702	430	720	9058	000	100
CONST - REGISTRATION	5	11	419	1702	860	720	9058	000	100
CONST - SUBSCRIPTIONS	5	11	419	1702	648	720	9058	000	100
CONST - SUPPLIES	5	11	419	1702	610	720	9058	000	100
CONST - TRAVEL	5	11	419	1702	580	720	9058	000	100
CONST AGC FEES/APPR LIC	5	11	419	1702	810	720	9058	000	100
CONST EQUIP UNDER \$5,000	5	11	419	1702	650	720	9058	000	100
CONST INST SHOP SHIRTS	5	11	419	1702	610	720	9058	000	150
CONST SOFTWARE/LICENSE	5	11	419	1702	653	720	9058	000	100
CONST-INDUSTRY CERTIFICATIONS	5	11	419	1702	885	720	9058	000	100

Submitters Budget: 9,596.15
Appropriated: \$1,750.00
Budget Balance: \$1,475.00

NOTE: When you call or e-mail Ashlee for assistance, it is extremely helpful if you have the account code and not just the name of the account. On the administrative side we can only look up accounts by their numbers, not by their names.

HOW TO PRINT YOUR BUDGET IN TRENDS

- Click on TRENDS, Applications, Accounts Payable, Requisitions
- Click on Print
 - Print Budget Summary (totals of each account only)
 - Print Budget Detail (shows all purchase orders)

HOW TO READ YOUR BUDGET REPORT

You will receive a copy of your Budget Report quarterly from Liz or Brenda.

APPROPRIATED (BUDGETED): Total original budget amount

REQUISITIONED: Funds on a requisition that has not yet been approved and converted into a purchase order. After approval, these funds will move to the Encumbered column.

ENCUMBERED: Funds on a purchase order that has not yet been paid or extra funds remaining after a payment has been made

EXPENDED (SPENT): Funds that you have already spent on a purchase order that has been paid

BALANCE: Remainder of the original funds that you can spend

WHAT YOU NEED TO DO WITH YOUR BUDGET REPORT

ENCUMBERED COLUMN: Verify why there are funds in this column and if you still need them.

- Is this a blanket PO?
- Do you have an outstanding invoice that hasn't been turned in or paid?
- Was the invoice paid and extra funds were left on the PO?
- Can Liz or Brenda close the PO?

Please mark on every PO with funds in the ENCUMBERED column – CLOSE or LEAVE OPEN

→ Return the Budget Report to Liz or Brenda as soon as you have marked each PO in the Encumbered Column as CLOSE or LEAVE OPEN



NORTHWEST TECHNOLOGY

Budget Detail Report

Req. Num	PO Num	Date	Account Name	Appropriated	Requisitioned	Encumbered	Expended	Balance
SAFETY INSTRUCTIONAL ALVA								
	1281	2/17/2025 4:07:00	Audiometrics, Inc.			535.00		
5-11-448-1000-430-590-9990-000-105			AUDIOMETRIC TRAILER	7,000.00	0.00	535.00	0.00	6,465.00
	324	7/1/2024	T H ROGERS LUMBER CO.			150.00		
	1088	1/9/2025 9:40:00	AMAZON				246.54	
5-11-448-1000-610-590-9990-000-105			AUDIOMETRIC TRAILER	2,000.00	0.00	150.00	246.54	1,603.46
Secondary Level: 38 Percent Used: 10.35%				9,000.00	0.00	685.00	246.54	8,068.46
SAFETY INSTRUCTIONAL ALVA								
Primary Level: A Percent Used: 10.35%				9,000.00	0.00	685.00	246.54	8,068.46
CLASSROOM ACTIVITY								
Fund 11 Totals				9,000.00	0.00	685.00	246.54	8,068.46

HOW TO MOVE BUDGET AMOUNTS IN TRENDS

- Click on TRENDS, Applications, Accounts Payable, Requisitions
- Click on Options, Adjust Budget Amounts, then you will see the screen below
- In the TOP box, choose the account to transfer the funds OUT of
- In the BOTTOM box, choose the account to transfer the funds INTO
- Type the amount to be moved into the TRANSFER AMOUNT box at the bottom
- Click on TRANSFER

IMPORTANT NOTES:

- You MUST leave at least **\$0.01** in each account, otherwise next year the system will delete the account from your budget. If this happens and you notice a missing account next year, please call Ashlee.
- Travel, Registration, Fees, Industry Certifications, or specialty codes like shop shirts will not show up in this list. You will need to submit a request for additional funds.

Adjust Budget Amounts

← Select Budget Code To Transfer Funds From:

Description	Budgeted	Encumbered	Spent	Requisition	Balance
CONST CURRICULUM	\$2,730.25	\$0.00	\$0.00	\$0.00	\$2,730.25
CONST EQUIP UNDER \$5,000	\$0.01	\$0.00	\$0.00	\$0.00	\$0.01
CONST REPAIRS BY OUTSIDE SOURCE	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
CONST SOFTWARE/LICENSE	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
CONST SUBSCRIPTIONS	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
CONST SUPPLIES	\$9,766.74	\$0.00	\$2,903.85	\$0.00	\$6,862.89

→ Select Budget Code To Transfer Funds To:

Description	Budgeted	Encumbered	Spent	Requisition	Balance
CONST CURRICULUM	\$2,730.25	\$0.00	\$0.00	\$0.00	\$2,730.25
CONST EQUIP UNDER \$5,000	\$0.01	\$0.00	\$0.00	\$0.00	\$0.01
CONST REPAIRS BY OUTSIDE SOURCE	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
CONST SOFTWARE/LICENSE	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
CONST SUBSCRIPTIONS	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
CONST SUPPLIES	\$9,766.74	\$0.00	\$2,903.85	\$0.00	\$6,862.89

Projects:

Project:	Budgeted:	Encumbered:	Expended:	Requisitioned:	Balance:
All Projects	\$12,500.00	\$0.00	\$2,903.85	\$0.00	\$9,596.15
(11) GEN FUND-FOR OPERAT	\$12,500.00	\$0.00	\$2,903.85	\$0.00	\$9,596.15

Budget Balance: \$0.00 Transfer Amount: \$0.00

BUDGETED: Total budget amount that can be moved or transferred to other accounts.

ENCUMBERED: Funds on a purchase order that has not yet been paid or extra funds remaining after a payment has been made

SPENT: Funds that you have already spent on a purchase order that has been paid

REQUISITIONED: Funds on a requisition that has not yet been approved and converted into a purchase order. After approval, these funds will move to the Encumbered column.

BALANCE: Remainder of funds that you can spend.



TRAVEL REIMBURSEMENT

This list is meant to be helpful, but it is not exhaustive – please contact your Assistant Superintendent or Ashlee with questions!

REIMBURSEABLE:

- Mileage from school business travel – same day or overnight
- Meals from overnight trips with an itemized receipt, not just a credit card receipt
- Meeting registration or fees not paid by a school purchase order
- Tips that are computer printed on your receipt
- Hotel rooms not paid by a school purchase order
- Hotel tax if the hotel will not accept the school tax exemption
- Valet parking from a printed receipt (usually included on the hotel receipt)
- Uber, including tips given on the app that are printed on the receipt
- Toll fees (you can print off your transactions from your Pike Pass account as a receipt)
- Airport parking or shuttles with a printed receipt
- Fuel needed to refill a school vehicle while out of town on school business travel

NOT REIMBURSEABLE:

- Mileage from your home to the school campus
- Meals from single day trips with no overnight stay
- Meals significantly outside of the expected hours of overnight travel
- Alcohol
- Tips handwritten on your receipt
- Cash tips
- Conference merchandise or social activities/events

NWTC BOARD POLICY:

- Employee Travel Expense Reimbursement - Section 3, Page 23
- Requests for reimbursement should be made within 30 days
- For extenuating circumstances, all reimbursement requests must be completed by the end of the fiscal year



STUDENT CONTEST TRAVEL

ALL STUDENT CONTESTS & CONFERENCES

Use your regular TRAVEL budget to complete the following purchase orders:

- Vendor: **Advisor Name**
 - For reimbursement of travel expenses (i.e. meals, mileage, fuel, etc.)
- Vendor: **TCM BANK-Advisor Name** (*if you are taking a school credit card*)
 - For payment of travel expenses (i.e. meals - including student meals, fuel, etc.)
- Vendor: **Hotel Name or TCM BANK-Hotel Name** (*TCM if paying by school credit card*)
 - For payment of the hotel rooms for both advisor and students

Use your regular REGISTRATION budget to complete the following purchase orders:

- Vendor: **Student Organization Name or TCM BANK-Student Organization Name** (*use TCM Bank if payment is required to be made with a school credit card*)
 - For payment of registration and fees for both advisor and students
 - State Contest/Conf Registration – Angie & Brenda will make PO's from the General Fund

NOTES:

- ❖ **State/District/Regional Contest student meals daily limit - \$30**
 - Prepaid by the Activity Fund – complete the voucher on the website for each student
- ❖ Purchases of t-shirts, social activities, or other extras must be paid for either through the Activity Fund or by the student – not with school general funds.

NATIONAL CONTESTS

Use your regular TRAVEL budget to complete the following ADDITIONAL purchase orders:

- Vendor: **McClure Agency** (*only if airfare is needed*)
 - For payment of airfare for advisor and students
- Vendor: **Student Name** (*you may or may not need to make PO's for students*)
 - For reimbursement of travel expenses (i.e. meal reimbursement for meals not paid by the advisor using a school credit card)

NOTES:

- ❖ **National Contest student meals daily limit – \$70**
 - Paid by the General Fund – *you must have a PO in the student's name for reimbursement*
- ❖ For National Contests - If you don't have enough funds in your budget to cover these purchase orders, please send an e-mail detailing the costs and how much you are requesting in additional funds to your Assistant Superintendent, Ashlee, and Daren.
- ❖ If you need help creating a new vendor, contact Liz, Brenda, or Ashlee for help.
- ❖ If the National Contest falls during the summer when you are off contract, please send Ashlee the exact dates that you will be gone so that an extra duty contract can be made for you.



STUDENT ACTIVITY PREPAID MEAL ADVANCE VOUCHER

STUDENT NAME	
CAMPUS	
STUDENT ORGANIZATION	
INSTRUCTOR NAME	
ACTIVITY	
LOCATION OF ACTIVITY	
DATE & APPROX. LEAVE TIME	
DATE & APPROX. RETURN TIME	
TOTAL NUMBER OF ELIGIBLE MEALS	

NWTC'S PREPAID MEAL POLICY

- The number of meals that are eligible for the prepaid advance voucher are determined by how many meal opportunities occur during the trip, with a maximum of three (3) per day.
- The prepaid amount will be \$10 per meal, with a maximum of \$30 per day.
- This voucher is for District, Regional, and State school sponsored activities only.
- This voucher does not apply to National Contests.

STUDENT AGREEMENT

- I agree to attend the school sponsored activity/event listed above.
- I agree to reimburse Northwest Technology Center for my prepaid meal advance in the event that I do not attend the school sponsored activity/event listed above.
- I agree that I will use the funds for meals during the school sponsored activity/event listed above.
- I acknowledge that I have received the funds listed below.

I certify to the best of my knowledge that this information is true and accurate.

✓ _____
 STUDENT'S SIGNATURE DATE

✓ _____
 INSTRUCTOR'S SIGNATURE DATE

✓ _____
 ASSISTANT SUPERINTENDENT'S SIGNATURE DATE

THE SECTION BELOW IS TO BE COMPLETED BY THE BUSINESS OFFICE ACTIVITY FUND CUSTODIAN

ACTIVITY FUND PURCHASE ORDER NUMBER		
TOTAL AMOUNT PAID TO STUDENT	\$	
INITIAL BY STUDENT FOR CASH RECEIVED		DATE

✓ _____
 ACTIVITY FUND CUSTODIAN'S SIGNATURE DATE

STUDENT VOUCHER PROCESS

A fillable PDF version of the student voucher can be found on the NWTC Staff Webpage under “Student Organization Forms” at <https://nwtech.edu/student-organization-forms/>

- **Instructors:**
 - Notify the Activity Fund Custodian of the activity details with a list of eligible students so that a purchase order can be completed PRIOR to completing the vouchers
 - Complete the top part of the voucher for each eligible student
 - Print out each voucher
 - Ensure each voucher has all necessary signatures before taking them to the office

- **Activity Fund Custodians:**
 - Create one PO for each event made out to NWTC with all student names and amounts listed in the description
 - Take the check to the bank to receive the cash
 - Disburse the funds to each student one day prior to the event or on the day of the event if they will be leaving during normal school hours
 - Keep the voucher with the purchase order for audit purposes