

**SUBJECT: PROCEDURE FOR PREPARING
BUSINESS PRACTICE BULLETINS**

GENERAL:

The purpose of this bulletin is to outline the procedure for writing or revising a Business Practice Bulletin. It will be the responsibility of the initiating department to write a new bulletin or revise an already existing bulletin. A bulletin may be revised due to a change in School Board policy or due to internal procedural changes.

All Business Practice Bulletins will be controlled and distributed through the ERP Department, Organizational Change Management section.

A. PROCEDURE

1. Ensure that the most current bulletin is being used as a basis for the revision.
2. The requesting department will address a letter to the ERP Department, Organizational Change Management section requesting that a new bulletin be written or an existing procedure be revised. This letter should include a justification as to why a revision or new bulletin is required. Included with this letter should be an outline of the proposed contents of the bulletin, the effective date and a brief statement of where the recommended change in procedure originates and which current policy, if any, is affected.
3. The request will be reviewed by the ERP Department to determine if it conflicts with other Business Practice Bulletins currently in place or with current School Board Policies. The ERP Department team leads will also review to determine if there are any inconsistencies with current SAP processes.
4. After a determination is made as to how the topic should be approached, the requester will be notified in writing of the decision. If the decision is affirmative, it will then be the initiating department's responsibility to write the bulletin (or memo) and submit it to Cabinet Member (to whom the originating department reports) for approval and then submit the approved document to the ERP Department, Organizational Change Management section for distribution to affected schools/departments.

APPROVED BY: /s/ Robert W. Runcie, Superintendent of Schools

Supersedes: A-152, Dated: December 8, 2008

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B. FORMAT

Although the variety of bulletins that are written will require different formats, the following is an outline of a general format which should be followed.

The Procedure should include:

1. Table of Contents
2. General introduction identifying the purpose of the procedure.
3. A step-by-step procedure including the applicable financial transactions. (Include examples where possible)
4. Responsibilities of all applicable departments (i.e. Accounting, Budget, School, etc.)
5. Identification of reporting requirements. This may include details of how to complete a form or report if deemed necessary.
6. Any special distribution requirements.
7. Exhibits
8. Index

C. BULLETIN WRITING RULES

1. If a new bulletin is being written, the following outline format should be used:
 - A.
 - B.
 - 1.
 - 2.
 3.
 - a.
 - b.
 - c.

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C. BULLETIN WRITING RULES (Continued)

2. If a revision is being made to an already existing bulletin, the following procedures should be utilized.
 - a. Make a copy of the bulletin and make changes directly on the pages when possible.
 - b. DO NOT cut and paste existing material. Instead, notate any "moves" directly on the copy.
 - c. If complete paragraphs require revision, or if new material is too long to put directly on the bulletin copy, notate on the bulletin copy with a number or letter and attach a separate paper with the same reference number or letter referring to the place the material is to be inserted.

D. PROCEDURE APPROVAL

1. The Cabinet Member approved bulletin should be sent to the ERP Department, Organizational Change Management section.

E. CONTROL AND DISTRIBUTION

All Business Practice Bulletins will be distributed through the Organizational Change Management section to schools and departments.

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