

Depository Contracts

Electronic Submission Process

Depository Contract Electronic Submission

- The Depository Contract forms will be submitted as PDFs through the TEA Secure Environment (TEASE) Audit application.
- There will be two sections, one for ISDs and one for Charter Schools.
- School users will only be able to submit a file.
- School users will not be able to view submitted Depository Contract files.

TEASE Audit Roles

The users who will be submitting the depository contract information will have to apply for one of the roles listed below:

- **Charter AFR and Depository Contract User** – Submits AFR and depository contract
- **ISD AFR and Depository Contract User** – Submits AFR and depository contract
- **Depository Contract User** - Submit only depository contract

TEASE - Audit and Indirect Cost Rates application roles

- If you do not have a TEASE account please refer to the *TEA Secure Applications Information* web page located in the header of the TEA website.
- If you have an existing TEASE account **with** the *Audit and Indirect Cost Rates application* account you will only have to modify your existing account.
- If you have an existing TEASE account but **do not** have access to the *Audit and Indirect Cost Rates application* you will have to request to add access.
- Requests to add or modify an *Audit and Indirect Cost Rates account* are similar.

Select the appropriate role

- Login to your existing TEASE account.
- Select the button labeled, “Add/Modify Application Access”



The screenshot displays the TEASE user interface. At the top left is the Texas Education Agency logo. In the top right corner, there are 'Help' and 'Log Off' buttons. Below the header, there are three buttons: 'Change Password', 'Change Info', and 'Add/Modify Application Access'. A yellow arrow points to the 'Add/Modify Application Access' button. Below the buttons, the text 'Application List' is displayed. Underneath, there is a section titled 'Your Applications' which contains a dropdown menu with the text 'AUDIT_Tst - Audits and Indirect Cost Rates: Test' and a 'Launch' button. At the bottom left, there is an icon of glasses with dollar signs on the lenses. To the right of the glasses icon, the text reads: **AUDIT_Tst - Audits and Indirect Cost Rates: Test**
The online Auditing and Indirect Cost application test environment

- Select, “Audits and Indirect Cost Rates” from the Application dropdown list.
- Select, “Continue”

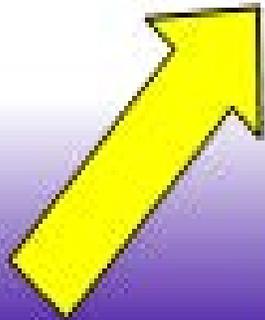
Add/Modify Application Access

Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference](#)

Select Application
AEGIS Portal
Asset Reporting Management System
Audits and Indirect Cost Rates
Career and Technical Education Reports
Communities In Schools
Consolidated Entitlements Management System
Credential Information Tracking System
eGrants Production
EMAT and EVI - Order Materials
Expenditure Reporting
Foundation School Program Application
General Educational Development

Continue

Exit



Select the appropriate role

- If you will still be working with the annual financial report (AFR) and also be submitting the depository contract
- Select appropriate role titled:
 - Charter AFR and Depository Contract User – Submits AFR and depository contract

or

 - ISD AFR and Depository Contract User – Submits AFR and depository contract

Select the appropriate role

- If you will only be submitting the depository contracts
- Select:
 - Depository Contract User – Submits depository contracts

Select the appropriate role

- After selecting the appropriate role, select continue and answer the remaining questions.



Audits and Indirect Cost Rates Select Role(s)



- Charter AFR and Depository Contract User - Submits AFR and depository contract
- Charter AFR User - Submits annual financial report
- CPA Personnel



- Depository Contract User - Submit depository contracts
- ESC User - Submits annual financial report
- IFM personnel



- Indirect Rate Personnel
- ISD AFR and Depository Contract User - Submits AFR and depository contract
- ISD User - Submits annual financial report
- TEA Personnel

Request and Approval Cycle of TEASE Application

1. Request is submitted through the TEASE *Add/Modify Application Access*.
2. The following morning superintendent will usually receive an email notifying them of pending TEASE requests.
 - Superintendent does not have to wait for notification email the following morning.
 - Superintendent can see and approve your TEASE request immediately after you submit it.
 - If you are a superintendent and/or have the TEASE *User Administration + application*, your *Audit and Indirect Cost Rates* application request is submitted directly to TEA for approval.
3. Superintendent approves request through their TEASE *User Administration + application*.
4. TEASE *Audit and Indirect Cost Rates* application request is approved/dis-approved by Financial Compliance Division.

Charter School Depository Documents PDF File naming conventions

999999 = the charter school county-district number

DC = depository contract (only for new contracts)

DS = depository statement (no changes to bank information)

VDDA = vendor direct deposit authorization form (only if there is a change in bank information)

X = the effective year of the contract or statement

Example:

A contract or statement effective for the year 2015-2016: use **6** for x in your file naming convention.

Charter School Depository Documents PDF File naming conventions - Examples

Depository contract for charter schools: 999999DCx

Example: 057806dc6

Vendor direct deposit form (only if there is a change in bank information): 999999VDDAx

Example: 057806vdda6

**The depository statement of no change to depository information:
999999DSx**

Example: 057806ds6

ISD Depository Documents PDF File naming conventions

999999 = the school district's county-district number

DC = depository contract

DCE = depository contract extension

VDDA = vendor direct deposit authorization form

SB = surety bond

X = the last digit of the effective year of the contract or contract extension

Example:

A contract extension effective for 2 years - fiscal year 2017-2018 and fiscal year 2018-2019: use **9** for x in your file naming convention.

ISD Depository Documents PDF File naming conventions - Examples

- **Depository contract for funds of Independent School Districts:** 999999DCx
Example: 109901dc9
- **Vendor direct deposit form** (only if there is a change in bank information):
999999VDDAx
Example: 109901vdda9
- **The Texas Surety Bond Form** (if applicable): 999999SBx
Example: 109901sb9
- If the district is not required to submit a new contract and is eligible to submit a contract extension form (with no changes to the existing contract), please use the following:
- **Contract extension form:** 999999DCEx
Example: 109901dce9

Depository Contract Electronic Submission

- Select “IMPORT Depository Contracts” from menu, then click on “Display”.



What Year should I choose to upload my Depository Contract documentation?

- **Charter School** (annually):

Upload the contract or statement to year of the period.

Example:

A contract or statement effective for the fiscal year 2015-**2016**: upload the file under Year **2016**.

Use **6** for x in your file naming convention. (Please see the Import Utility page for file naming convention for Charter School)

What Year should I choose to upload my Depository Contract documentation?

- **Independent School District** (2 years cycle):

Upload the contract or extension to last year of the cycle.

Example:

A contract extension effective for 2 years - fiscal year 2017-2018 and fiscal year 2018-**2019**: upload the file under Year **2019**.

Use **9** for x in your file naming convention. (please see the Import Utility page for file naming convention for ISD).

What Year should I choose to upload my Depository Contract documentation?

Example:

Depository Contract for Independent School Districts and Charter Schools PDF Documents Import Utility

- Step 1:** Enter the County-District number and select the Fiscal Year for the file
- Step 2:** Type in the full path to the file you wish to upload or click on 'Browse...'
- Step 3:** Click on 'Upload Now'
- Step 4:** Wait for a minute while the file is uploaded, the results will be displayed in your browser when the process is complete

IMPORTANT NOTES

- Verify that the file is in the proper PDF format before uploading the file.
- All uploaded PDF files must be reviewed and approved by Texas Education Agency (TEA) before they are available on the TEA public web page.

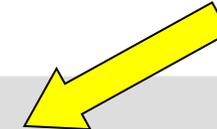
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nel for public viewing before it will be visible on

District 227909

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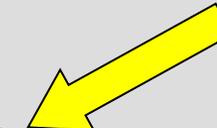


ISDs

Depository Documents – Independent School Districts

PDF to upload: G:\Private\Desk Reviews\227909DCE9.pdf

Browse...



Note: Contract Extension

Depository Contract Import Utility – Charter School

Charter Schools

Depository Documents

PDF to upload: No file chosen

Note: ▼

Depository Documents PDF File naming convention:

999999 = the charter school county-district number

DC = depository contract (only for new contracts)

DS = depository statement

VDDA = vendor direct deposit authorization form (only if there is a change in bank information)

X = the effective year of the contract or statement (ex: for a contract or statement effective for the year 2015-2016, please use 6)

Please submit the following documents that are applicable:

Depository contract for charter schools: 999999DCx

(Example: 999999dc6)

Vendor direct deposit form (only if there is a change in bank information): 999999VDDAx

(Example: 999999vdda6)

The depository statement of no change to depository information: 999999DSx

(Example: 999999ds6)

Depository Contract Import Utility - ISD

ISDs

Depository Documents – Independent School Districts

PDF to upload: No file chosen

Note: ▼

Depository Documents PDF File naming convention:

999999 = the school district's county-district number

DC = depository contract

DCE = depository contract extension

VDDA = vendor direct deposit authorization form

SB = surety bond

X = the last digit of the effective year of the contract or contract extension (for example, contracts and contract extensions are effective for 2 years. For 2015-2017, please use the number 7)

Please submit the following documents that are applicable:

Depository contract for funds of Independent School Districts: 999999DCx

(Example: 999999dc7)

Vendor direct deposit form (only if there is a change in bank information): 999999VDDAx

(Example: 999999vdda7)

The Texas Surety Bond Form (if applicable): 999999SBx

(Example: 999999sb7)

If the district is not required to submit a new contract and is eligible to submit a contract extension form (with no changes to the existing contract), please use the following:

Contract extension form: 999999DCEx

(Example: 999999dce7)

Depository Contract Electronic Submission

- Each file will need to be uploaded separately.
- Use the “**Browse**” button to locate the file on your computer, select it and click on the “**Open**” button.
- In the “**Note**” section, select the type of file from the dropdown menu.
- At the bottom of the import page, click on the “**Upload Now**” button to upload the file.
- A confirmation message will be emailed to the email address tied to the submitter’s TEASE account when the file has been successfully uploaded.

Depository Contract Electronic Submission

- Please keep your TEASE account email address current.
- The system should also display a confirmation message when a file has been successfully uploaded.
- However, if the file is large, the system might time-out and a confirmation message may not be displayed on screen.

Depository Contract questions

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Electronic submission questions

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