

## PURCHASING PROCEDURES

1. All purchases made should be made through bookkeeping.
  - a) A **“Purchase Order Requisition Form” (Attachment #1)** should be given to the bookkeeper before any purchase is made with principal’s signature.
  - b) **Any purchase made without proper procedures will not be paid from school funds.**
2. **Do not schedule a fundraiser without going through the principal first and after he/she has approved the fundraiser, see the bookkeeper (Attachment #1)!** Each club is allowed **only** one fund-raiser per year. Fundraisers should be discouraged after the first week in May.
  - a) Before placing an order or spending any money, check with the bookkeeper to make sure you have enough funds in your account. Your purchase request then will need to be approved by the principal.
  - b) **Absolutely NO** orders are to be placed without a purchase order from the bookkeeper. **You will be responsible for any orders placed without following the proper procedures. There will be no exceptions!**
  - c) Absolutely no ordering should be done after May 30th. Any invoices dated after this date will be your responsibility.

## ACCOUNTS PAYABLE PROCEDURES

1. **Check, sign, and date all packing slips that come with materials delivered or picked up. Return immediately to the bookkeeper! This includes Vocational Department too.**
2. Club sponsors are responsible for the following:
  - a. collecting club membership dues
  - b. receipt money (in book provided by the bookkeeper)
  - c. turn money in ??????????????
3. Three (3) days’ notice is needed for all check requests. Please do not wait until the deadline to turn invoices in.
5. If checks are requested for athletic meal money, etc., a **“Voucher Request Form” (Attachment #2) should be completed and signed first.** Upon return, receipt(s) should be turned in and any money remaining will be deposited back into the account.

## COLLECTION OF MONEY PROCEDURES

### **The School is required to deposit all money over \$250 DAILY!!!**

1. Club sponsors will collect all club dues, fundraisers, etc.
2. Process all money collected through the school receipt books. Under NO circumstances should you open up your own bank account for any money collected through the school.
3. **Promptly** turn in all money collected to the bookkeeper with a **“Deposit Form” (Attachment #3)** filled out completely with your receipt book **DAILY**. Do not keep money in your room overnight. You should wait until your deposit has been counted before you leave the bookkeeper’s office. At that time, the bookkeeper will stamp the date turned in on each receipt and your Deposit Form. **Turn in your receipt book each time you make a deposit. You will be responsible for any money lost or stolen.**

4. In the event the bookkeeper is out, give the deposit bag and receipt book to an administrator. **Under no circumstances should you leave money on the bookkeeper's desk or in her box!**
5. Use the same receipt book for all money collected until **it is completed**. This includes club money, fund-raiser money, etc. Do not use more than one receipt book at a time.
6. **Do not void a receipt in your book without having the white copy attached to the top!**
7. You are responsible for your receipt book balancing!
8. Do not cash personal checks from money received from students.

### FUND RAISING

1. Your club or activity is limited to **ONE (1)** fund-raising activity per year without including taxes in purchases. Any other fund-raiser during the year will have sales tax added and you'll fall under the guidelines of the State.
2. You should check with the principal and bookkeeper for approval before scheduling any fund-raising activity. A calendar will be available so that no more than two fund-raisers are being held at the same time.
3. Your activity cannot compete with the cafeteria. Be certain your students are told that they cannot sell food of any kind before the end of lunch. Students cannot sell food in the cafeteria.

### SOCIAL COMMITTEE

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**The Social Committee will be collecting \$?? from each faculty member.** The money is due to them no later than September 30th. Those involved will benefit! In past years, we have had very few to participate. I'm not making this mandatory, but you should participate. This money will be used as follows:

- 1) **Birth of child**
- 2) **Hospitalization of employee/spouse/children**
- 3) **Death of employee, child, spouse, parents**

It's everyone's responsibility to notify one of the committee members if you know of any one that might apply to these rules. The Social Committee will order flowers, plants, gifts, or fruit baskets. There will be a maximum of \$? plus tax and delivery on all flowers, gifts, etc.

## OFFICE PROCEDURES

1. **Postage** - The office cannot "sell" you a stamp for personal mail.
2. **Address Changes** - Personnel address changes should be made with the bookkeeper by completing an "address change" form.
3. **Checks** - All checks are to be made payable to ?????? School.
4. **Unpaid Fees** - Students **will not** be allowed to participate in any extra-curricular activities: athletics, dances, clubs, contests, etc. Report cards can be held and students will not be allowed to participate in graduation ceremonies until fees are paid. **There are no exceptions to this rule! This rule will be enforced the first day of school including athletics and clubs. There will be no payment plans – all fees must be paid in full.**
5. **Check Cashing** – The bookkeeper is not allowed to make change or cash checks for students or faculty members. This is against UCPS policy.

## **TEXTBOOKS**

Damaged textbook fees are allowable by state law 115C-100 however, a general "use fee" is not allowed. A textbook with pages missing is damaged but a fee charged for normal wear and tear (or "use") is specifically against the law.

Administrative guidelines concerning lost and/or damaged textbook fee collection procedures are listed below:

If textbooks are lost during the year, the lost fee should be collected at the time the book is determined lost rather than waiting until the end of the school year. If at year end, the students have not paid, submit those names to the bookkeeper so the students can be charged. Damage fees will not be charged for normal wear of textbooks. Damaged places in textbooks should be initialed by teachers collecting the books. The student's name should be entered in the textbook in ink the first day it is issued.

### **Lost or severely damaged textbooks should be charged as follows:**

◆ New book, first year of usage	Full replacement cost
◆ Second year of usage	90% of replacement cost
◆ Third year of usage	75% of replacement cost
◆ Fourth year of usage	50% of replacement cost
◆ Fifth year of usage onward until a new adoption occurs	25% of replacement cost

### **Other damage charges should be as follows:**

◆ Broken backs (covers), several page soiled so they are unreadable soaked by water but can be used again	\$5.00
◆ One to five pages missing	\$3.00
◆ Several torn pages that can be repaired	\$2.00
◆ Several damaged but reusable pages	\$1.00
◆ Backs (covers) extremely soiled beyond normal wear and tear	\$1.00

### **STUDENT INSURANCE (I will not know the updates until closer to beginning of school)**

The Standard Life and Casualty Insurance Company will provide insurance. The cost of the policy will be as follows  
**(Quotes Subject to Change):**

<u><b>Basic</b></u>
School Time-\$10 24-Hour-\$54
<u><b>Economy</b></u>
School Time-\$18 24-Hour-\$84
<u><b>Premier</b></u>
School Time-\$27 24-Hour-\$126
<u><b>Dental</b></u>
\$7
<u><b>Athletics</b></u>
\$9.00

**Attachment #1**

**Request for Fund Raising Project**

**Club/Fund:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Dates of Activity: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Selling Price Range: \$** \_\_\_\_\_ **Purchase Cost Range: \$** \_\_\_\_\_

**Estimated Profits (total): \$** \_\_\_\_\_

**Profits to be used for:** \_\_\_\_\_

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**1. Unsold items may or may not be returned to vendor for credit.**

**2. It is understood that:**

- Receipts will be written to each student when money is collected.
- Money will be turned in to the office daily before 2:30 p.m.
- The club must turn in sufficient funds before vendor is paid.
- Extension of the completion date noted above must be approved in advance by the principal.
- Orders should be paid for in advance.
- Students delinquent in turning in money should be turned in to bookkeeper within two (2) days after fundraiser ends.

Fundraiser approved: \_\_\_\_\_  
Principal Date



**Attachment #2**

Voucher Request

You can insert the one for UCPS.

Attachment #3

DEPOSIT FORM

ACCOUNT NAME	ACCT. #	AMOUNT	ACCOUNT NAME	ACCT. #	AMOUNT
Annual	6.502.00	\$	Pan African Society	6.581.00	\$
Athletics	6.503.00	\$	School Factory	6.592.00	\$
Baseball		\$	Science	6.664.00	\$
Basketball		\$	Spanish	6.665.00	\$
Boy's Soccer		\$	Student Council	6.577.00	\$
Football		\$	STARS	6.671.00	\$
Girl's Soccer		\$	SUAVE	6.666.00	\$
Volleyball		\$	Varsity	6.667.00	\$
Wrestling		\$	Educational Trips	6.506.00	\$
Cheerleading (JV)	6.504.10	\$	Exchange Fund	6.508.00	\$
Cheerleading (Varsity)	6.504.00	\$	Guidance	6.586.00	\$
<b>Clubs</b>			Library	6.514.00	\$
Art	6.650.00	\$	Parking	6.556.00	\$
DECA	6.652.00	\$	ROTC	6.546.00	\$
Drama	6.653.00	\$	(O & M)	6.546.20	\$
FBLA	6.654.00	\$	(RPA)	6.546.10	\$
FCCLA	6.656.00	\$	Teacher Fund	6.519.00	\$
FCA	6.655.00	\$	Vending Machines	6.520.00	\$
French	6.657.00	\$			\$
FTA	6.658.00	\$			\$
Horticulture	6.668.00	\$			
Junior Class/Prom	6.579.00	\$			<b>Cash</b>
Key	6.659.00	\$			<b>Coin</b>
Math	6.660.00	\$			<b>Sub Total</b>
National Honor Society	6.578.00	\$			<b>Checks</b>
					<b>Total</b>

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #(s): \_\_\_\_\_ thru \_\_\_\_\_ (REQUIRED)