

## **Procedures and Forms**

Attached are the forms that will be used for the 2013-14 school year.

### **Field Trip Request:**

All request need to be completed and turned into the District office 2 weeks prior to the field trip. All request must be approved by Student Council and the Principal and be in the minutes. All field trip requests should be completed within the 1<sup>st</sup> quarter of the school year; if possible, if not a 2 week notice will be required. The teacher requesting the field trip will need to complete the form.

### **Purchase Order/Check Request:**

District office will need to have these requests 2 weeks prior to due date. If using the Wal-Mart Card a purchase order request is still needed. The Wells Fargo credit card **will not** be used for student activities. You will need a purchase order or check. The teacher requesting the purchase order or check will need to complete the form before it goes to Student Council for approval. The request will also need to be in the Student Council minutes.

### **Fundraiser Request:**

All requests will need to be completed by the teacher requesting the fundraiser. The principal will need to approve and then the form needs to be sent to the District Office. These need to be completed within the 1<sup>st</sup> quarter of the school year, if possible, if not we will need a 2 week notice. This will also need Student Council's approval.

### **Supply Orders:**

All orders need to be completed on the new form that is attached, if any other forms are used the request will be sent back. They can be emailed, faxed or put in the District Box at the Elementary School or in the Supply Clerk Box at the Middle School. The most efficient way is by email unless the principals are going to want to approve all requests. Your budget amount for the school year is \$150. This amount does not include printer ink/toner or white copy paper. **Please put printer ink/toner on a separate supply requisition.**

**WAREHOUSE WILL BE CLOSED THE LAST 2 WEEKS OF SCHOOL.**

### **Cash Collection Report:**

This form will need to be completed for all deposits. Following are the procedures.

### Deposit Procedures – Club & Class

All clubs and classes will now be required to do their own deposit. Following is the procedure:

1. Count all money and enter on Cash Collection Report (Wrap coin, if necessary)
2. Add all checks and enter on Cash Collection Report
- 3. Copy of all checks**
4. Endorse all checks (checks needs to be deposited within 5 days of receipt)
5. Complete Reconciliation to Items Sold Box and/or Ticket Sales (if applicable), or N/A, if not completed, deposit will be returned
6. Sign and Date Cash Collection Report
7. Get second verification (teacher, para, student)
8. Enter Security Bag number on Cash Collection Report
9. Copy of completed Security Bag
10. Enter cash and checks on deposit slip
11. Put cash and checks and original deposit slip (white & yellow) in security bag and seal (Keep tag for your records)
12. Cash Collection Report stapled to outside of security bag
13. Deliver to District Office