

FINANCIAL PROCEDURES FOR SCHOOL SECRETARIES

MOTTO: “We have a paper trail for all public funds”

“All purchases made on district funds shall be made through the business office on official purchase orders upon requisition by the principal, business manager or superintendent. Any purchase not so made will be deemed to be a personal purchase by the staff member and must be paid by the staff member...”

PURCHASE ORDERS

ALL PURCHASES ARE TO BE MADE BY PURCHASE ORDERS unless approved for an exception to the rule.

Requisitions are to be coded and signed by the principal **before** entering in the Accounting Software.

Purchases to Wal-Mart and Albertson’s with the credit card also need to have a signed copy of the purchase order.

VOUCHERS

Local purchases on vouchers are for emergencies and under \$50.00 in value. An “Authority to Make Purchase” and invoice need to be attached to the signed voucher.

Vouchers need to be coded and signed by the principal before sending to the business office. Charges to Wal-Mart and Albertson’s with the credit cards also need to have a signed voucher and an “Authority to Make Purchase” attached.

REIMBURSABLE EXPENSE

All vouchers to reimbursement for meals, lodging, gas, etc. must have an itemized receipt attached.

Restaurant receipts need to show what was purchased – **not just the credit card receipt.**

If you charge meals to your room at the motel, you need to bring back a receipt to be attached to the voucher when it is paid to the motel that shows what was purchased.

ONLY school employees are to charge expenses to the school.

Mileage reimbursement needs to be shown by the day and the destination.

Health Fair: Receipt from the hospital must be attached