PURCHASING

PRIOR TO YOUR PURCHASE, YOU MUST COMPLETE A REQUISITION

Reimbursement for Using Your Own Personal Debit/Credit Card- Proper Way to Fill out Requisition

- Supplier = Your Name
- Make sure the date on the requisition is the date of your request or purchase
- Upon approval, I will email you approval to make your purchase
- You order what you need and keep all supplemental documentation to turn into me (receipts, invoices, etc.)
- Once ALL items are delivered, turn in your documentation and email me confirmation of receipt of goods

Using a School Credit Card- Proper Way to Fill out Requisition- YOU ORDER

- Supplier = Visa
    - This is NOT where you put the company you are ordering your items from, please do so in parentheses
    - Include the individuals name whose card you are using on this line as well
    - *o* Example) *Supplier: Visa (Walmart)- Courtney's Card*
- Make sure the date on the requisition is the date of your order
- Upon approval, I will email you approval to make your purchase
- You order what you need and keep all supplemental documentation to turn into me (order confirmations, receipts, invoices, etc.)
- Once ALL items are delivered, turn in your documentation and email me confirmation of receipt of goods

Using a School Credit Card- Proper Way to Fill out Requisition- RINDI ORDERS (AMAZON ONLY)

- Supplier = Visa (Amazon)
- Make sure the date on the requisition is the date of your request
- Explicitly state that you'd like Rindi to purchase within the requisition description

Things to Remember

- If you order anything with a school credit card and sales tax is charged, you will owe back that amount to the Central Office. Please pay immediately.
- If you order anything with your personal debit/credit card and sales tax is charged, we will only reimburse the subtotal amount. Absolutely no sales tax will be reimbursed.

CHANGE

Taking Out Change for Student Group- Must be received by me at least <u>2 days</u> prior to when it is needed

- Fill out a requisition with supplier = CHANGE
- Requisitioning department should be the organization you are in charge of
- If you want a specific breakdown of bills, denote on the requisition
- If you need the money by a certain date, denote on the requisition
- Get signed approval from your building principal & superintendent
- Once received by me, the money will be picked up in the afternoon and in my office by the end of the school day. I will email you for pick-up.

Turning In Change Taken Out

- Fill out a pay-in sheet
- Name of activity = Change Turn In
- Source = Your student group
- Fill in total amount deposited (should match exactly the amount you took out in change)
- Sign under activity sponsor and turn into me

Things to Remember

- If you are turning in change over and above the amount you took out, you must turn in TWO separate pay-in sheets. One will be for turning in the amount of change you took out and the other will be for the amount that is being deposited into your designated student activity account.

STUDENT ACTIVITY GROUPS

Advisors,

At the end of each month, I will email you your financial detail report and provide the receipt copies in your mailbox if there was activity within that month.

1) Receive monthly Financial Detail Report via email (IF there is activity within that month, otherwise, no email)
2) Receive receipt copies via mailbox (IF there is activity within that month, otherwise, no paperwork)
3) Email Courtney or stop by my office to discuss any discrepancies

Please keep up with balancing your ledger book monthly to make the end of the year audit more smooth.