

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 order
- Upon approval, I will scan you a copy of the PO
- You order what you need and keep all supplemental documentation to turn into me (order confirmations, invoices, credit memos, etc.)
- Once ALL items are delivered, you sign & date the PO and return to me for payment

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

- Supplier = Citizens National Bank
 - 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
 - Example) *Supplier: Citizens National Bank (United Art)- Joyce's Card*
- Make sure the date on the requisition is the date of your order
- Upon approval, I will scan you a copy of the PO
- You order what you need and keep all supplemental documentation to turn into me (order confirmations, invoices, credit memos, etc.)
- Once ALL items are delivered, you sign & date the PO and return to me

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

- Supplier = Citizens National Bank (Amazon)
- Make sure the date on the requisition is the date of your order
- Explicitly state that you'd like Tony to purchase in the requisition description
- Make sure the date on the requisition is the date you order(ed)
- Upon approval & ordering, I will scan you a copy of the PO
- Once ALL items are delivered, you sign & date the PO and return to me

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 2 days 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 Mr. Herr & Mr. Fenstermaker
- 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 pickup.

Turning In Change Taken Out

- Fill out a pay-in sheet
- Name of activity = Turning in change
- 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 desired student activity account.

STUDENT ACTIVITY GROUPS

Advisors,

As we approach a new fiscal year, we will begin a new process to limit the amount of extra papers we all have to handle.

At the end of each month, I will continue to email you your financial detail report and provide the receipt copies in your mailbox if there was activity within that month. I will still email you if there was no activity so you know the balance remains unchanged. We will eliminate supplying the copies of the purchase orders UNLESS requested to do so. There will be no half sheet of paper to sign and return, HOWEVER you should send me an email confirming your account balances to the financial detail report.

A recap:

- 1) Receive monthly Financial Detail Report via email (IF there is activity within that month, otherwise, receive an email that there was no activity)**
- 2) Receive receipt copies via mailbox (IF there is activity within that month)**
- 3) NOT receive purchase order copies via mailbox**
- 4) NOT receive half sheet of paper to return via mailbox**
- 5) Email Courtney confirming balancing for auditing purposes**

Remember, at any time you are able to email me or stop by my office to discuss any discrepancies.