



Montgomery County Financial Procedures

Updated July 1, 2023

DEPOSITS

- Money collected **MUST** be dropped **DAILY** in the school safe with a 2-part multiple receipt form. **Keep your yellow copy.**
- All students 6th grade and older **MUST** sign the multiple receipt form themselves when turning in money to teachers.
- You will receive a receipt for any money turned in on a multiple receipt form in your mailbox the following day. Please keep these receipts for the entire school year.

FUNDRAISING

- Fundraiser Approval Forms **MUST** be completed and approved by the School Board prior to conducting the fundraiser. Around the 10th of each month is the deadline to submit those to be on that month's School Board Agenda.
- The Fundraiser Summary must be completed and turned in within 1 week of the completion of the fundraiser. Write your receipts and expenses on this form daily. Total each section, sign it, and have your principal sign it upon completion of the fundraiser.

PURCHASING

- Fillable Requisition Forms are available on the district website or each school office.
- Please fill out the Requisition Form completely.
 - Ex. Amount, Code, Requesting Employee, Approval Signature
- Please be as detailed as possible in the description of your items on your Requisition.
 - Ex. Instead of just supplies you can describe pencils, notebooks, markers etc.
 - If a check is needed by a certain date, note that under description.
- Approved Purchase Orders (PO) are required to be able to make a purchase. **DO NOT** order or buy anything before you have an approved PO. A signed requisition is **NOT** the same as an approved PO.
- Check your email daily. You will receive an email from finance with your approved PO. Once you receive the digital copy of your PO, you may order your items. Unless it is prearranged or an Amazon order, finance will not be ordering your items.
- **PLAN AHEAD!** Expect a 2-3 day turnaround from the time we receive a requisition to you receiving your processed PO. Unless it is an absolute emergency and Dr. Thompson is available to sign your requisition, you cannot get an approved PO the same day a requisition form is submitted.



- When you receive all items for a PO, sign and send us your packing slip and/or invoice. Your signature is the approval for us to process payment.
- Money should be collected before filling out a Scholastic book order requisition.
- Before turning in a requisition to Amazon, employees need to complete a competitive quote (available on the district website) to show Amazon is offering the lowest price for that item. The quotes and completed competitive price quote must be submitted with the requisition.
- It is requested that you order from an approved vendor (www.kpc4me.com) unless a specialty item is needed.
- Meals for overnight travel are reimbursed at the per diem rate. Include a copy of your conference agenda/itinerary when requesting meal reimbursement.
 - Breakfast - \$8 Lunch - \$10 Dinner \$18
- Reimbursements for mileage will be processed after trip and travel forms have been completed. Do a requisition prior to your trip if mileage or meals are being reimbursed. Submit a travel expense invoice once you return from your trip.
- When using Papa John's delivery (or any food delivery service), please include a 10-20% tip on your requisition. This is a must in order to keep the business relationship in good standing.
- Employees are responsible for filling out their own requisitions, multiple receipt forms, travel reimbursements, etc. If an employee has any questions, please make sure they contact the Finance Staff at Central Office for assistance. 859-497-8760

CONTACT INFORMATION

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