

School Activity Procedures Manual

2021-2022

SCHOOL ACTIVITY OFFICE



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Questions or problems regarding coding, state law, board policy or other problems please call Josh Moore 735-4218.

Thank you.

Month	Due in School Activity Office By	Period	Transaction Date (Batch Date)
July	07-21-2021 Wednesday	1	07-28-2021 Wednesday
Aug	07-30-2021 Friday	2	08-11-2021 Wednesday
Aug	08-13-2021 Friday	2	08-27-2021 Friday
Sept	08-31-2021 Tuesday	3	09-13-2021 Monday
Sept	09-13-2021 Monday	3	09-28-2021 Tuesday
Oct	09-30-2021 Thursday	4	10-11-2021 Monday
Oct	10-13-2021 Wednesday	4	10-27-2021 Wednesday
Nov	10-29-2021 Friday	5	11-11-2021 Thursday
Nov	11-11-2021 Thursday	5	11-17-2021 Wednesday
Dec	12-06-2021 Monday	6	12-16-2021 Thursday
Jan	01-04-2022 Monday	7	01-12-2022 Wednesday
Jan	01-14-2022 Friday	7	01-27-2022 Thursday
Feb	01-31-2022 Monday	8	02-11-2022 Friday
Feb	02-11-2022 Friday	8	02-24-2022 Thursday
March	02-25-2022 Friday	9	03-08-2022 Tuesday
March	03-11-2022 Friday	9	03-29-2022 Tuesday
April	04-01-2022 Friday	10	04-13-2022 Wednesday
April	04-15-2022 Friday	10	04-27-2022 Wednesday
May	04-29-2022 Friday	11	05-11-2022 Wednesday
May	05-13-2022 Friday	11	05-27-2022 Friday
June	06-02-2022 Thursday	12	06-13-2022 Monday
June	06-15-2022 Wednesday	12	06-28-2022 Tuesday

All purchase orders, deposit forms, and edit lists need to be in the School Activity Office by 4:30 p.m. on the due date listed above.

A special Wal-Mart check run will be done in December.

Revised for 21-22 School Year

SCHOOL ACTIVITY FUND PROCEDURES

REQUEST FOR PURCHASE

A request for purchase form must be filled out by the person requesting the purchase **before** the purchase order is completed. Request for purchase form is not needed on Student Store payroll or transportation.

Fill out the request for purchase form and fill in the approved **expenditure letter**. (*Refer to the 21-22 School Activity Fund Regulations Manual*)

Purchase Order cut-off dates. (See calendar) All Purchase Orders and edit lists must be keyed and in the School Activity Office by 4:30 p.m. on the cut off dates listed. (Secondary and Athletic)

(Elementary Schools and Misc. accounts do not key)

PURCHASE ORDER PROCEDURE

Purchase Orders submitted for payment without the appropriate supporting documents and/or information will be returned.

Sponsors should work directly with the School Financial Secretary and the Financial Secretary will work with the School Activity Office on any questions or problems.

Fill out the Purchase Order as listed below:

- 1. VENDOR NUMBER:** (Fill in vendor number)
- 2. DATE OF ORDER:** **Date must be the same or prior to the invoice date.**
- 3. TO:** The name on the purchase order should match the name on the invoice. Make sure the remittance address and the address you type on the purchase order is the same. Some vendors have a mailing address and a different remittance address. Please use the remittance address on the purchase order.
The Vendor name and address must be on all purchase orders.
- 4. BILL TO/SHIP TO:** Type in the school name and address. The vendor should bill the school direct. Type ATTENTION: the name of the person you want to receive the invoice.

5. **SCHOOL/SITE:** Type school name/site #
6. **ACCOUNT NAME:** Name of the sub-account making the purchase. Example: (chorus, band, etc.)
7. **INVOICE NUMBER:** Fill in the invoice numbers to prevent a duplicate payment.

Pay from the **ORIGINAL INVOICE**. If the invoice has been lost, request a new invoice from the vendor. **Sign your full name, not initials.**

All invoices must be signed and dated.

8. **DESCRIPTION:** Give a brief description of items purchased. The request for purchase form should have a detailed description of items to be purchased.
- IF THE VENDOR IS A STATE CONTRACT the state contract number **must** be stated on the purchase order.

9. **QTY:** Number of items purchased.

10. **PRICE:** Price of the individual item purchased.

11. **TOTAL:** **Total** amount of the **line item**.

12. **OCAS CODING:** Code purchase orders according to items purchased. (Refer to OCAS reference sheet and the OCAS Manual.) The request for purchase form should have the items listed in detail to enable you to code the items properly. ***It is the responsibility of the Financial Secretary to know what was purchased and where the item will be used.*** The request for purchase form should provide this information if filled out correctly.

- Use only one project number for each purchase order.
- All invoices must be coded out separately.
- Code to grade and subject when possible.
- **All purchase orders must have a program code.**

13. **TOTAL AMOUNT TO BE PAID:**

The total of all line items should be typed at the bottom of the purchase order.

14. **AUTHORIZED SIGNATURE FOR PURCHASE:**

Sponsor of account (Secondary Schools)
Principal/Site Administrator

15. **VENDOR COPY:** Make a copy to be mailed to the vendor or sent with the person responsible for the purchase. (If the order is a telephone or fax order please be sure and indicate this on the vendor copy to prevent a duplicate order.) **ALWAYS KEEP ORIGINAL PURCHASE ORDER IN OFFICE.**

16. READY FOR PAYMENT:

When you receive the invoice, stamp it with your items received stamp. (***If you do not have an items received stamp please order one.***) Ask the person that received the items to sign and date the invoice. (**Do not use initials.**)

Run a tape on **all** the invoices to verify the amounts. **DO NOT** attach the tapes to the invoice.

Attach the invoices and supporting documents applicable to the back of the purchase order. Elementary and Misc. send these documents to the School Activity Office to be processed. Secondary schools **DO NOT** send for processing – your documents are ready to be keyed and scanned.

• **EXAMPLE OF SUPPORTING DOCUMENTS AND FORMS:**

- ✓ Request for purchase (**must accompany all purchase orders**)
- ✓ Three quotes **\$5,000.00** or more.
- ✓ Three quotes (**\$1,000.00** or more) on all **clothing** items.
- ✓ Sole Source (very few items are a true sole source)
- ✓ Non-kickback affidavit (**\$25,000.00** or more) send the original to the School Activity Office
- ✓ Sex Offender Affidavit
- ✓ Request to attend out of district meeting
- ✓ Authorization for mileage
- ✓ Copy of Board approved out of state trip (must accompany all transactions to be paid pertaining to the trip)
- ✓ Number of students and a list of all participants other than students
- ✓ Information sheet on meetings (Time, date, place)
- ✓ When making a partial payment list ALL the Purchase Order numbers
 - ❖ **Do not split an invoice, pay the total amount and if needed reimburse a project number for the amount.**
- **It is the responsibility of the Financial Secretary to make sure the proper supporting documents are attached to the Purchase Order before submitting for payment.**

17. CHECKS: Checks will be mailed from the School Activity Office according to the dates listed on the check processing schedule.

18. GENERAL INFORMATION:

- Teacher awards or gifts **cannot** be purchased with student-generated money.
- All gifts and awards purchased for a teacher, sponsor, or principal should be purchased from the Faculty or Coke Account. However students may vote to give an award, gift, etc. A copy of the minutes or a memo reflecting the students vote must be signed by the officers of the sub account and the sponsor and attached to the purchase order before payment can be made.

- Registration fees and dues: Please type who the registration is for STUDENT, TEACHER, COUNSELOR or PRINCIPAL. (Type the name ONLY if other than student)

(Example: 21 students 2 sponsors Mrs. Ruth Jones-Teacher and Mr. Joe Smith-Counselor.)

- The Financial Secretary should provide his/her Administrator and Sponsors with the rules and regulations that govern the SCHOOL ACTIVITY FUNDS.

PURCHASE ORDER PROCEDURE FOR KEYING AND SCANNING (SECONDARY ONLY)

- 1. DOCUMENTS NEED TO BE IN THE FOLLOWING ORDER:**
 - Purchase Order.
 - Request for purchase with description of items, grades, subject, etc.
 - Invoice.
 - Other documents
- 2. KEY PURCHASE ORDERS INTO ALIO WEB.**
- 3. SAVE AND EXIT BATCH.**
- 4. GO BACK INTO BATCH TO SCAN.**
- 5. DOUBLE CLICK FIND.**
- 6. CHECK TO MAKE SURE THE PO YOU ARE SCANNING MATCHES THE PO INFORMATION ON THE SCREEN.**
- 7. LAUNCH ALIO FILE.**
- 8. PLACE DOCUMENTS INTO SCANNER.**
- 9. AUTO POPULATE ON ALIO FILE.**
- 10. MAKE SURE RECORD KEY MATCHES.**
- 11. CLICK NEW SCAN.**
- 12. CLICK SCAN.**
- 13. GO TO ALIO AND CLICK ON THE GREEN RIGHT ARROW TO BRING UP THE NEXT FILE.**
- 14. REPEAT STEPS 8-13 FOR EACH DOCUMENT.**

If scanner jams and no documents were scanned in try to scan again. If the document scanned you can complete the scan in one of two ways.

1. Delete the partial scan and rescan all the documents.
2. Insert the document that did not scan.

These steps will be performed in Alio Content.

**When scanning everything you put in the scanner at one time is considered 1 document with multiple pages.

SCANNING INTO ALIO CONTENT

- 1. SIGN INTO ALIO CONTENT.**
- 2. CLICK SEARCH AND PUT IN THE RECORD KEY NUMBER THEN ENTER.**
- 3. WHEN THE DOCUMENT APPEARS, FIND WHERE YOU WANT TO ADD PAGES. HAVE THE PAGE YOU WANT THE DOCUMENTS TO GO IN FRONT OF ON THE SCREEN.**
- 4. PLACE THE DOCUMENT INTO THE SCANNER.**
- 5. CLICK SCAN.**
- 6. THE SCREEN WILL COME UP FOR YOU TO CLICK ON HOW AND WHERE YOU WANT THE DOCUMENT PUT.**
- 7. CLICK SINGLE DOCUMENT FROM DOCUMENT FEEDER.**
- 8. SELECT OPTION – ADD PAGES TO CURRENT DOCUMENTS.**
- 9. CLICK SCAN.**

DELETING IN ALIO SCAN

- 1. LOCATE THE DOCUMENT YOU WANT TO DELETE BY SEARCHING THE RECORD KEY.**
- 2. CLICK ANNOTATES (TOP OF THE RIGHT SIDE COLUMN).**
- 3. CLICK ON YELLOW STICKY NOTE.**
- 4. THEN CLICK ON THE DOCUMENT AND DRAG TO MAKE A BOX.**
- 5. TYPE DELETE IN THE BOX.**
- 6. ENTER THEN CLICK ON THE X ON THE ANNOTATE BOX TO CLOSE IT.**
- 7. RIGHT CLICK ON THE YELLOW BOX AND SELECT SEND TO IN BOX.**

SCHOOL ACTIVITY FUND WAREHOUSE ORDERS

1. Type a Warehouse Requisition: Fill in the coding, description, etc.



2. Type a School Activity Purchase Order.
 - **TO:** MPS-Warehouse
 - Type the invoice number as date and site (ex: 080816-125) in the invoice column
3. Complete the school activity Warehouse Order Form by filling in all the blanks.
4. Hold the original SA Purchase Order until you are ready to pay.
5. Send the original Warehouse Order and a copy of the School Activity Purchase Order to the School Activity Office.
6. The School Activity Office will check the coding and send the proper paper work to the Warehouse. Do not send or fax Warehouse Orders directly to the Warehouse. The Warehouse Order will be returned if it has not been reviewed by the school activity office for coding.
7. After items are received, sign the invoice and send it attached to the School Activity Purchase Order for payment.
8. The check will be deposited from the School Activity Office into the Clearing Account to reimburse General fund.

SCHOOL ACTIVITY FUND PUBLICATION ORDERS

1. **Type the Publication Order: fill in the coding, description, etc.**



2. **Type a School Activity Purchase Order.**
 - **TO:** MPS-Publications
 - Type the Publication Order number in the invoice column
3. Mark the area indicated for School Activity Fund, account number, and the School Activity Purchase Order number.
4. Hold the original SA Purchase Order until you are ready to pay.
5. Send the original Publication Order and a copy of the School Activity Purchase Order to the School Activity Office when requesting order.
6. The School Activity Office will check the coding and send the proper paper work to Publications. Do not send or fax Publication Orders directly to Publications. The Publication Order will be returned if it has not been reviewed by the School Activity office for coding.
7. After items have been received, sign the invoice copy of the Publication Order and send it to the School Activity office attached to the School Activity Purchase Order for payment.
8. The check will be deposited from the School Activity Office into the Clearing Account to reimburse General fund.

School Activity Fund Procedures (Continued)

REQUEST FOR ACTIVITY FUND RAISER SOURCE OF REVENUE

For our purposes, a Fund Raiser is defined to include any “project” that involves the collection of money, regardless of profit motive. (Some Fund Raisers do not generate a profit: they are conducted to recover the cost of product purchased)

Fill out a Request For Activity Fund Raiser/Source of Revenue form for ALL money to be deposited into the School Activity Fund this includes **dues, fees, and donations**. (Allow ten (10) working days for processing.) This includes online fundraising for donations. All GoFundMe, DonorChoose, and other similar fundraisers must have a fundraiser request approved and on file in the school activity office prior to initiating the donation request.

Check in your School Activity Regulations Manual to see if the fund raiser you are requesting is on the board approved list. If the fund raiser is not on the list you must submit a letter requesting the “new” fund raiser to the School Activity Office to be presented to the board for approval.

DO NOT order any items or contract any services until the fund raiser has been approved by the Executive Director of Curriculum and the CFO. **A copy will be returned to you when approved.**

FUND RAISER RECONCILIATION FORM

After you receive the approved Fund Raiser /Source of Revenue Form you are to notify the sponsor/teacher and provide him/her with a Reconciliation form to be completed at the close of the fund raiser. The **Reconciliation form** must be used on all items for resale even if there is not a profit. The requirement for a fund raiser may be waived, at the discretion of the Executive Director of Financial Services or designee.

Dues, fees, registration, trip fees, etc. must have a reconciliation form filled out and turned in.

Each event must have a separate Fund Raiser form. Example: If your organization is going to have several assemblies, a **separate Fund Raiser** form must be filled out on **each assembly** with the dates to be held.

Fundraiser reconciliation should include:

- Reconciliation form
- Yellow copy of student receipts or list
- Financial secretary receipts
- Copy of the invoice

School Activity Fund Procedures (Continued)
DEPOSIT PROCEDURE

1. Issue numbered receipts books for all **teachers/sponsors handling money.**
2. Issue a Fund Raiser Reconciliation form for **all fund raisers, sales, or collection of money.**
3. Maintain a record of receipt book numbers and whom they were issued to (turn in with your records at the end of the year.)
4. Write a numbered cash receipt from the Financial Secretary Receipt Book to the teacher, sponsor, or person turning in the money. Write the teacher/sponsor cash receipt numbers in the place provided on the Financial Secretary Receipt Book.
5. Record money turned in on the School Activity Excel Deposit Form.
6. Enter OCAS Code. If you do not know the OCAS code, please call SA office representative.
7. Enter fund raiser form number.
8. **Key deposits into batches as soon as possible, no later than the following day. (Secondary Schools and Athletics). Key all deposits through the day before cutoff. Ex: if your batches are due August 26th, key through August 25th. All schools MUST key through the same date.**
9. Stamp the back of all checks with your school stamp (FOR DEPOSIT ONLY-School Name 22-0510). Write the project number or account name on the back of the check and identify what was purchased. (Example: candy, fees, etc.)
10. Print out 2 copies of the Excel Deposit Form. Send 1 copy with the deposit and keep the other copy on file in your office.

All bags for deposit should be logged on the Courier Pick up Log. Place the bags in a locked secured area until the Courier signs and picks up the bags. Never allow the Courier to pick up bags without you present to release the bags to him.

11. If the courier is more than thirty (30) minutes late notify the SA Office.
12. Money turned in after the courier has been to your school should be dropped in the bank night deposit or brought to the Student Activity Office by 4:30 p.m.

Each school has been issued a night deposit key and lock bags, if you have lost or do not have a night deposit key or need more bags notify the SA office and they will be issued to you.

13. After the deposits are checked by the SA office, you will not receive a copy back of the deposit form unless there is a correction made to the deposit.
14. **Do not call the bank** - work directly with the School Activity Office.

HOLD BAG

Use the **HOLD BAG** form with all bags sent to the bank as a hold bag. Fill out the form and put one copy in the bag and keep a copy for your records. This form should accompany the Hold Bag at all times. The Hold Bag form will be attached to the deposit form that is returned to the School Activity Office and kept on file for auditing purposes.

If the Hold Bag is picked up from the bank and counted fill in the date deposited on the Hold Bag form and send it back with the deposit. The Hold Bag form should be in the bag at all times.