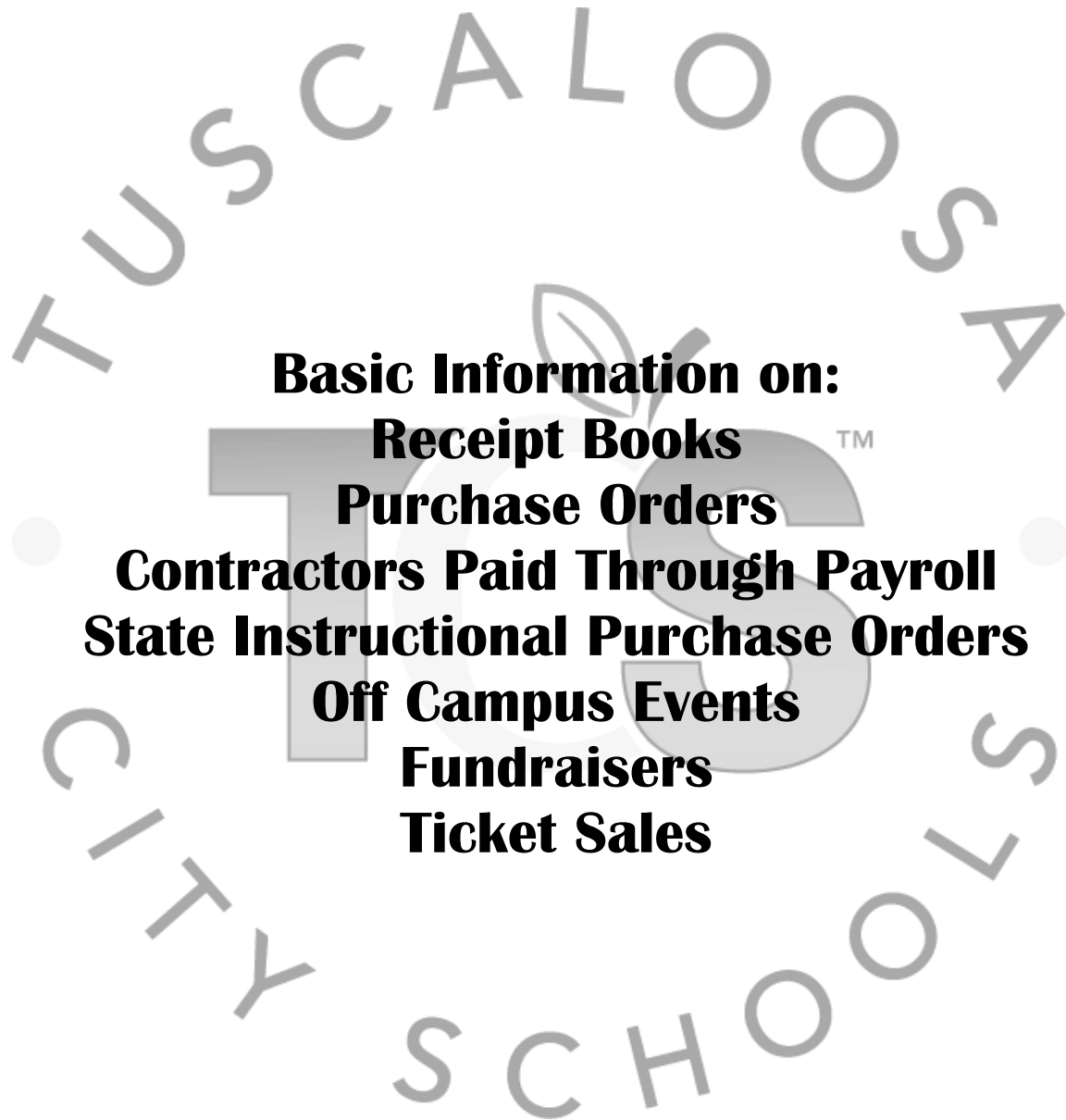




Basic Information on:
Receipt Books
Purchase Orders
Contractors Paid Through Payroll
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Off Campus Events
Fundraisers
Ticket Sales

Chanita Washington
Central Office

Receipt Books

Teachers and sponsors are responsible for receipt books. These pages are pre-number and issued by the bookkeeper.

Each receipt should be carefully written with a date, name of payee, purpose or the account that is to be credited, amount and initialed as having received the money. **Please make sure to list the purpose of the money on the receipt. If you are receipting money for a class off campus event, classroom donation, science fee, etc... make sure to state that on the receipt.**

An individual receipt must be written to each student or individual for which money is collected, if the student receives goods or services in return. One receipt may be issued to “students” if it is for united fund collections or something for which the student receives no services in return. Money should not be sent to the office by students.

When all receipts on a receipt page are used, the teacher or sponsor will receive a new page from the bookkeeper, as well as, the copy of the filled page for your records.

- The original shall be given to the student or individual from whom the money is collected.
- After the entire receipt page is used, returned it to the bookkeeper where it will be retained on file.
- The triplicate copy is to remain with the teacher/sponsor for his/her records.

If you write a receipt you MUST turn in your receipt book each day you collect money. Receipt books need to be turned in by 2:00 p.m. If the bookkeeper is not available, please give them to the secretary. Do not place receipt books in the mail box. The receipt book will be in your box for pick up the next morning.

If there is a need to void a receipt, the following must be done: Retrieve, if possible, the original cash receipt and write “**VOID**” across the face of it, then staple or tape it to the back of the receipt page. If unable to retrieve the original cash receipt, mark void across the copy. Reissue a new cash receipt, if necessary. If an error is made, you must void the receipt. **Do not cross out the amount and write the correct amount or change the date. Neither the date nor the amount can be altered.**

Local Purchase Orders

A purchase order is required prior to placing orders with a vendor for materials or services. It authorizes the vendor to deliver specific goods and/or services. It is also used to encumber funds against specific accounts.

The individual initiating the purchase shall be responsible for preparing the local school purchase order or giving it to The school bookkeeper in writing on a purchase order form **PRIOR** to making the purchase. These must be legible and neatly written (no cursive writing, please.)

No items are to be purchased without a complete purchase order with a number supplied by the bookkeeper and the signature of the principal. Purchase order requests may be secured from The school bookkeeper.

PAYMENT FOR ANY ITEMS PURCHASED WITHOUT A P.O. IS THE RESPONSIBILITY OF THE TEACHER. THE SCHOOL BEARS NO RESPONSIBILITY FOR PAYMENT OF ANY ITEMS PURCHASED WITHOUT A PURCHASE ORDER.

After receiving your materials, please turn in your receipts/invoices to The school bookkeeper. Make a copy for your records.

Plan ahead, NO last minute PO.

THINGS TO REMEMBER:

- **PO number**
- **Your signature**
- **Signature of principal**
- **PO dated prior to invoice**
- **Invoice signed received**
- **Not all vendors will accept purchase orders. It is the responsibility of the teacher to plan ahead.**

Contractors Paid Through Payroll

Eastwood can no longer pay for services rendered with a purchase order, i.e. judges for beauty walks, judges for cheerleader/dance line tryouts, choreographers etc... All individuals performing a service for Eastwood Middle School are required to complete the following paperwork.

- Employment Verification (I-9 Form)
- Copy of ID & Social Security Card (per I-9 Form Instructions)
- Federal W-4 Form
- State Alabama A-4 Form
- Direct Deposit Form (optional)

If the above paperwork is not completed and turned in to The school bookkeeper, there will be **no** check issued.

Any **cash** payments made in exchange for goods or services that were received from students or parents is in violation of board policy and you will be reprimanded.

State Instructional PO's

State instructional PO's must be typed. Some of you type your own and this is fine; however, if you prefer not too, then turn in a hand written State Instructional form to The school bookkeeper (see attached from)

Professional leave that requires a fee for a workshop/conference or hotel stay, and is funded by the Board, requires a State Instructional PO. Please follow the procedure below:

Professional leave forms need to be completed and signed by you and the Staff Development Chairperson (unless it is a fieldtrip) then given to The school bookkeeper along with all documentation of the workshop/conference before sending to central office for approval.

Keep in mind it takes longer for these PO's to be approved since several people have to sign them. Try to plan at least two weeks in advance. If you would like the PO back or faxed, please attach a note stating this information or it will be mailed to the vendor.

State instructional does not reimburse: keep this in mind.

Debit Cards

Teachers will be notified when the school bookkeeper receives the debit cards from the central office. In order to receive a debit card, you must first sign for it.

When you use the debit card, you **MUST** turn in the original receipt within **five** days of purchase. Receipts do get lost. Remember to make a copy for yourself and turn in the original to the school bookkeeper. The receipts will be placed in a designated file in the school bookkeeper's office. You will have access to this file. **Make sure your signature is on each receipt.**

Things to remember:

- **Bookkeeper must receive all original receipts**
- **If you return items, be sure to get a credit receipt and turn it in along with the original receipt.**
- **Be sure to fill out the receipt log, sign and date for every receipt.**
- **Make copies; THIS IS IMPORTANT!**
- **I will not chase down receipts. If I do not receive the original receipt, you will be responsible for paying the full amount of that receipt.**

Attached is a copy of the tax exemption form.

Off campus events

When making arrangements for off campus events, check with the organization to be visited and verify whether or not a purchase order is acceptable.

A purchase order will be executed for the vendor/organization making sure that proper purchase order procedures are followed. Do not forget transportation requires a PO as well.

If the organization will not accept a purchase order, request a price quote to be faxed (759-3798) or mailed for documentation. A form "LA-6" may then be used, along with the documentation, as an invoice.

The purchase order and invoice (LA-6) are then submitted to the central office for payment. At that point, the central office will issue a check made payable to the vendor and forward to Eastwood for your payment.

PLEASE NOTE THE PREPARATION MUST BE MADE IN ADVANCE (AT LEAST TWO FULL WEEKS).

Fundraisers

All Fundraisers **MUST** be approved before they begin by completing the fundraiser request form. Upon completion of that form, give to the principle for signature and forward to The school bookkeeper.

When receipting money for the fundraiser, make sure to list (on the receipt) what type of fundraiser, i.e. candy fundraiser, brochure fundraiser, etc... **All money needs to be turned in to The school bookkeeper on a daily basis if collected on a daily basis.**

There should be no money held aside for cash payments of services rendered.

At the end of the fundraiser, The school bookkeeper needs to be notified to complete the fundraiser form for auditing purposes.

Ticket Sales

All sporting events **MUST** have a “Ticket Sales Accountability Report” form completed at the end of the event. This form is used for admission fees. **It is policy to have an admission fee at all sporting events.** The person collecting money for admission must be board certified and is responsible for this form. Upon completion of the form his/her signature is required. It can be placed in the cash box and given to the principal.

This form must be turned in to the school bookkeeper on no later than the next school day.