



# Cape Henlopen School District

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**TO: All Cape Henlopen School District Employees**  
**FROM: Oliver Gumbs, Director of Finance**  
**DATE: March 20, 2024**  
**RE: Droplet Electronic Form Guidance**

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With the intention of improving our procedures, we have implemented the Droplet Electronic Platform. District forms have been converted to electronic documents that are routed to the appropriate individuals, eliminating the use of paper and mail.

We are excited about the efficiencies we have achieved but recognize there may be some issues along the way. The following guidance will help to navigate the submission and monitoring of these forms.

**Please note that all these forms still require the same level of supporting documentation.**

**1. Available Forms:**

**a. PURCHASE REQUISITION – REQUIRED FOR ALL PURCHASES AND MUST BE FULLY APPROVED PRIOR TO PROCEEDING WITH PURCHASE(S).**

- i. Consult with your Senior Secretary, Administrator or Supervisor for the following:
  1. Funding Department – For proper approval, routing is based on the type of funds being spent.
  2. Account Name and Account Type
  3. Program Number
- ii. Enter the required information, upload a vendor quote or shopping cart to the form. Providing sufficient detail will help expedite your request.
- iii. Answer ALL the questions on the form correctly prior to submission.

**b. EMPLOYEE EXPENSE VOUCHER – Required for all personal reimbursements.**

- i. Consult with your Senior Secretary, Administrator or Supervisor for the Funding Department. For proper approval, routing is based on the type of funds being spent.
- ii. Reimbursement requests can be combined and should be submitted on a quarterly basis. Please minimize sending multiple requests.
- iii. Approved Professional Development and Fundraising Forms must be attached when applicable.

1. All Professional Development travel must adhere to the District Travel Policy 613.
  2. Professional Development reimbursements require a detailed conference/workshop itinerary.
- iv. For a mileage reimbursement, a Mileage Log is required to be attached. PD travel cannot be combined with district travel.
  - v. Itemized receipts are required.
    1. Alcoholic beverages cannot appear on the receipt.
    2. Do not exceed a 20% tip.
    3. Receipts must be legible and organized.
    4. Credit card statements do not meet the requirement of an itemized receipt.
  - vi. A fully approved Field Trip Form from the DSC application must be attached for field trip related reimbursements.
  - vii. **Effective March 25, 2024, fully approved Employee Expense Vouchers will be processed at the district-level and will NO LONGER require the employee to print and send the approved documents for processing. Reimbursements can take up to 30 days for processing.**
- c. **FUNDRAISING REQUEST FORM** – Required for all fundraising and cash collection activities.
- i. **ABSOLUTELY** no advertising is allowed until the forms have been fully approved.
  - ii. A copy of the advertisement, solicitation, or letter must be attached for review and approval.
  - iii. Fundraising activities must be school appropriate.
  - iv. Online fundraising platforms require review and approval PRIOR to setting up accounts or events. You may be required to provide additional information regarding the platform and/or detailed reports of funds collected through these platforms.
  - v. Raffle activities must meet the State of Delaware charitable gaming guidelines. <https://dpr.delaware.gov/boards/gaming/raffle/>
- d. **PROFESSIONAL DEVELOPMENT FORM**
- i. Consult with your Senior Secretary, Administrator or Supervisor for the Funding Department. For proper approval, routing is based on the type of funds being spent.
  - ii. Employees must answer all questions and provide all estimated costs of the event.
  - iii. Employees must follow the District Travel Policy 613.

- iv. When a substitute is required, all supporting documentation must be provided and attached in AESOP. Consult with your Senior Secretary, Administrator or Supervisor for the correct substitute funding category.
- v. Professional development reimbursement requests must be submitted separately from all other personal reimbursement requests.
- e. **REQUEST FOR DISTRICT FINANCIAL ASSISTANCE** – See board policies 120 and 122.
- f. **STUDENT FUNDS/INTERNAL ACCOUNT PAYMENT FORM** – To be completed when requesting payment from these accounts.

## 2. Form Submissions:

- a. Forms can be located on the District website under Staff Resources in the Forms Library or in the Droplet application. You may monitor your submissions in the Droplet application located on your Classlink dashboard.
- b. When completing any form, all supporting documentation is still required and must be saved in a PDF format. The associated documentation must be attached to the request prior to submission for approval.
- c. When submitting a form, consult with your Administrator, Senior Secretary, or Business Office Liaison for funding related questions.
- d. The guidance for the Fundraising form is the same for any/all affiliated organization requests, such as, Booster Clubs and/or PTO's.
- e. Staff is required to answer all questions on the forms. This will provide information and the correct routing for approval.

## 3. Form Approvals:

- a. Once a form is submitted, it will typically be routed to your Senior or Financial Secretary in your building or department.
- b. The Senior Secretary will review your submission for accuracy to ensure all required documentation has been attached.
- c. Forms may be “pushed back” to the submitter when there is additional information or clarification needed.
- d. The status of forms may be viewed on the Droplet platform at any time. Employees should check their My Submissions folder to view documents.
- e. If you have problems locating a form, consult with your Senior Secretary or Financial Secretary. To access forms that contain the full approval chain, use the link contained in the confirmation email. **(SAVE THE EMAILS.)**
- f. Once a form is complete a confirmation email will be sent.

If you have any questions, please contact your Senior Secretary, Financial Secretary, or the Business Office.