



Mandatory Cash Handling and Purchasing Procedures

I, _____ acknowledge that I will read the Procedures below and abide by them.

Cash Handling:

Per NMAC 6.20.2.14: Money received and receipted shall be deposited in the bank within twenty-four (24) hours or one banking day. [...] The bank deposit slip shall have the numbers from applicable receipts entered on it or attached as a reference. If a receipt is voided, all copies shall be marked "VOID" and retained in the receipt book.

Money turned in shall be counted by two parties, and receipted immediately. Both parties shall receive a copy of the receipt. This applies to all funds, including those collected by teachers or other staff, and it also applies to athletic gate receipts. Money is not to be left at a site overnight. Reference **PSAB** Supplement 18 for activity revenues and depositing.

If students are involved in fundraising activities, (sales or collections) the money must be deposited in your activity account.

When making deposits, please have the paperwork ready and the coins wrapped when necessary. Deposits can be made by either a staff member or their office/teacher aide; however, they must remain in the bookkeeping office while the deposit is being verified and receipt issued.

Purchasing Procedures:

I also acknowledge the following rules and guidelines:

- You **MUST** have a Purchase Order in place before any goods or services are ordered.
- **ALL** out-of-state travel must be approved by the Finance Committee regardless of cost. Please plan ahead and make sure travel is approved at least 2 months ahead of time. Site secretary will have the monthly deadline dates for Board Approval
- Any vendor that performs services on site must have a certificate of liability of insurance or sign a waiver of liability. This includes jumpers, food trucks, entertainers, church groups, athletic organizations, etc.
- Only authorized personnel are allowed to sign contracts. Those persons are: School Board President, Superintendent, Chief Finance Officer and Director of Purchasing

Failure to abide by these policies set forth by the Los Lunas School District may result in disciplinary action up to and including termination. I understand that this Acknowledgment form needs to be turned into the Principal or Principal's Designee before purchases will be processed.

Signed: _____ Date: _____