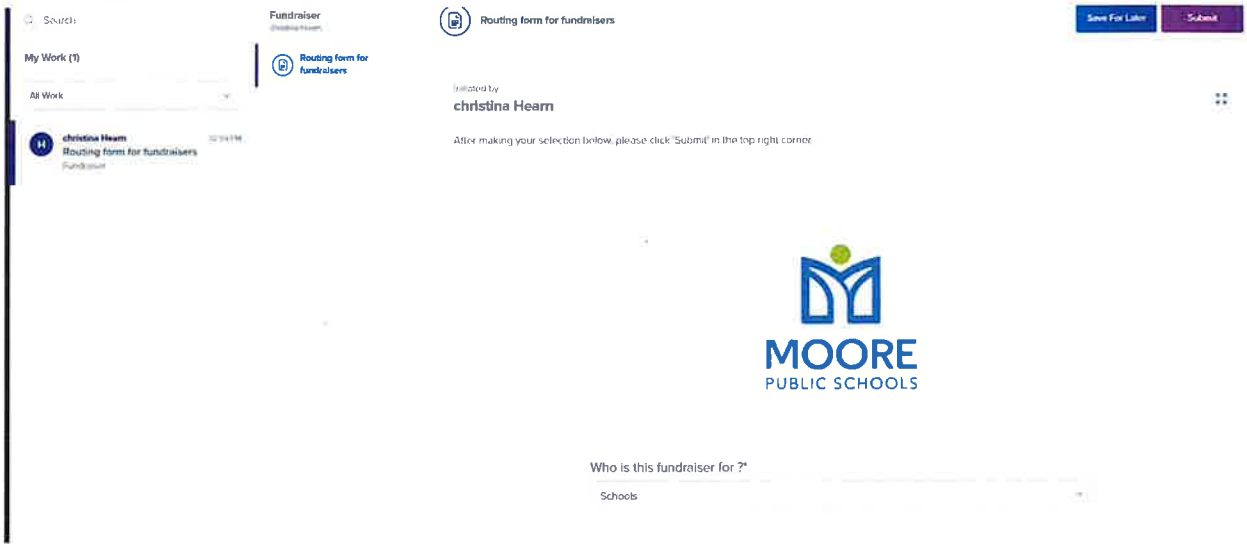
Secondary Cover Sheet

Fundraisers

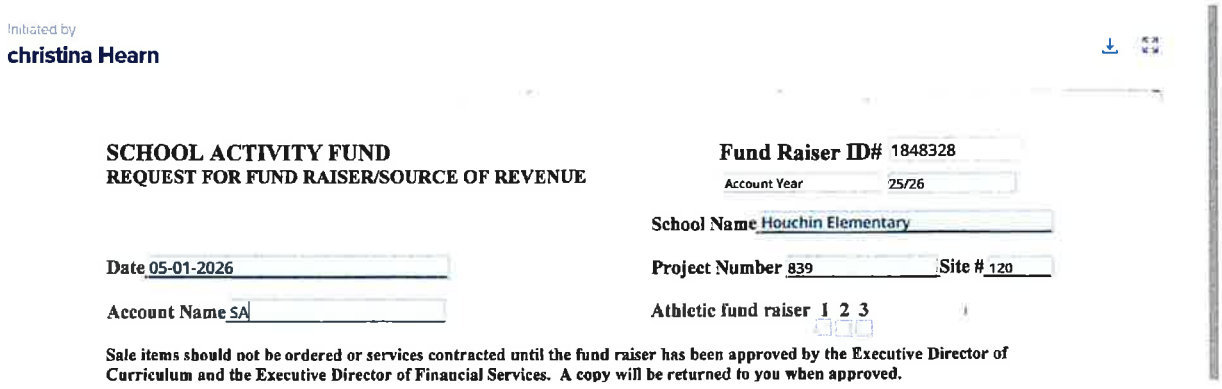
Step 1: Use the emailed Fundraiser Link

https://schools.scriptapp.com/#/inbox/to-do?workflowIdForNewSubmission=171846715939e16318bce04e81967c8b54cef32ca7

Step 2: Always choose "SCHOOLS"



Step 3: Fill out **EVERY** blue slot that is highlighted on the top of the Fundraiser form. (Use your own schools' information)



**** Please ignore the Athletic Fundraiser numbers.**

Step 4: Then fill out the slot, in the body of the form, that correlates to what you are raising money for. (Make sure the Estimated Income-Estimated Expenditures= Net Profit)

FUNDRAISER

Item to be sold	Trip Fees
Item to be sold: ICE CREAM Beginning Date: 05/01/2026 Ending Date: 05/31/2026 Collection of money beginning date: 05/01/2026 Collection of money ending date: 05/31/2026 Estimated Income: $ 1,500.00 Estimated Expenditure: $ $ 500.00 Estimated Net Profit: $ $ 1,000.00	Trip To: Date of Trip: / / Collection of fees beginning date: / / Collection of fees ending date: / / Estimated amount to be collected: $ $ **Board approval is needed if the trip is out of State.**
Admissions	**Club Dues/Registration Fees**
Admissions to: Date of event: / / / / Collection of money beginning date: / / Collection of money ending date: / / Estimated amount to be collected: $	Collection of dues/fees beginning date: / / Collection of dues/fees ending date: / / Estimated amount to be collected: $
Donations	**Other**
From: Date: / / To be used for: Estimated Amount: $ From: Date: / / To be used for: Estimated Amount: $	Items to be sold: Beginning Date: / / Ending Date: / / Collection of money beginning date: / / Collection of money ending date: / / Estimated Income: $ Estimated Expenditure: $ Estimated Net Profit: $
Commission Checks **Commission Check received from:** **Estimated Amount: $** **(Vendor)** **School Pictures Scheduled Date:** / /	

For our purposes, a fund raiser is defined to include any "project" that involves the collection of money, regardless of profit motive. (Some

** If you are doing a club that will have multiple Dues/Fees (ie. NJHS) when you fill out the Account Name put what the Dues/Fees are for. (ie. NJHS-Convention Fees, or NJHS- Club) This is to help alleviate the confusion come reconciliation time.

DONATION/COMMISSION - From should always be who the donation/commission is from.

Donations	Other
From: BOX TOPS Date: 05/13/2026 To be used for: VARIOUS SCHOOL NEEDS Estimated Amount: $ 500.00 From: Date: / / To be used for: Estimated Amount: $	Items to be sold: Beginning Date: / / Ending Date: / / Collection of money beginning date: / / Collection of money ending date: / / Estimated Income: $ Estimated Expenditure: $ Estimated Net Profit: $

Commission Checks

Commission Check received from: OKLAHOMA SCHOOL PICTURES **Estimated Amount: $** 500.00
(Vendor)

School Pictures Scheduled Date: 05/02/2026

For our purposes, a fund raiser is defined to include any "project" that involves the collection of money, regardless of profit motive. (Some

Step 5: Sign

conclusion of the fund raiser.

4. **Conduct fund raiser in the manner, and according to the timing, specified in the approved application.**

CHRISTINA HEARN
Authorized Sponsor/Coach

Principal/Site Administrator

Asst. Supt. Elementary Education

Asst. Supt. Secondary Education

Chief Financial Officer

Athletic Facilitator

Athletic Director

Step 6: Click Submit

Step 7: Then choose your school as the next step.

Step 8: The FR will go through all the next steps and an email will return to you once all signatures have been acquired.

** Jr. High/High School- will not receive a confirmation email, unless the Financial Secretary initiated the FR. If you didn't initiate the FR, then request us to send you the confirmation email, or get it from your sponsor that initiated the FR.

Step 9: If there has been an error, then a request for change email will be sent to you...correct the errors and resubmit. It will come back to us and go onto the next step.

COMMON MISTAKES

- Not all the blue sections on the top of form are filled out (See Step 3)
- The item you are fundraising is not in the correct section in the body of the FR. (See Step 4)
- The amounts are incorrect.

Cash Deposits

Fill out Deposit sheet completely
Make sure the total deposited matches the total amount of cash/coins/checks
Put Deposit Sheet/Cash/Coins/Check in deposit bag

Courier will pick up bag everyday day in the afternoon

DATE _____
SCHOOL _____
BAG # _____

MOORE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUND
DEPOSIT

Please type all information

						OCAS CODE									
FR#	RECEIPT#	REC. DATE	RECEIVED FROM	ACCOUNT NAME	DESCRIPTION OF ITEM	YR	FUND	PROJ.	SOURCE OF REVENUE	OBJ.	PROG.	SUB.	JOB	UNIT	AMOUNT
TOTAL															$ -

Currency _____
Silver _____
Sub Total _____
Checks _____
Total Deposited _____

Deposit Verified/Received by:

_____

FALSE

DATE _____
SCHOOL
BAG # _____

MOORE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUND
DEPOSIT

Please type all information

						OCAS CODE									
FR#	RECEIPT #	REC. DATE	RECEIVED FROM	ACCOUNT NAME	DESCRIPTION OF ITEM	YR	FUND	PROJ.	SOURCE OF REVENUE	OBJ.	PROG.	SUB.	JOB	UNIT	AMOUNT
						7	61	867	41970	000	936	0000	000	051	
						7	61	867	41970	000	936	0000	000	051	
						7	61	867	41970	000	936	0000	000	051	
TOTAL															$ -



Deposit Verified/Received by:

Currency _____
Silver _____
Sub Total $ -
Checks _____
Total Deposited $ -

Cash Deposits

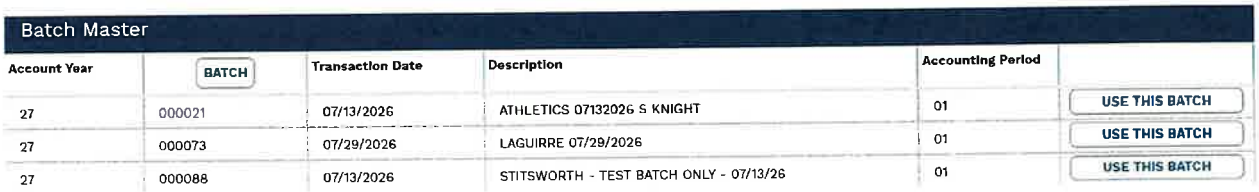
Get a Deposit Batch started-Secondary Schools enter their own batch.
(DO NOT KEY MOORE LOVE DEPOSITS)

Step 1:

Click on the three lines on the top left and choose Modules then choose
FAS/Processing/Cash Receipt Processing/Cash Receipt Entry

Step 2:

Click "Batch"
Change date to current Check Run date
Description: Type in First initial and Last name, school name, check run date
Example: Stitsworth – Bryant – 07/13/26
Change Accounting Period according to check run date
Use this Batch
Click Save



Batch Master

Account Year	BATCH	Transaction Date	Description	Accounting Period	
27	000021	07/13/2026	ATHLETICS 07132026 S KNIGHT	01	USE THIS BATCH
27	000073	07/29/2026	LAGUIRRE 07/29/2026	01	USE THIS BATCH
27	000088	07/13/2026	STITSWORTH - TEST BATCH ONLY - 07/13/26	01	USE THIS BATCH

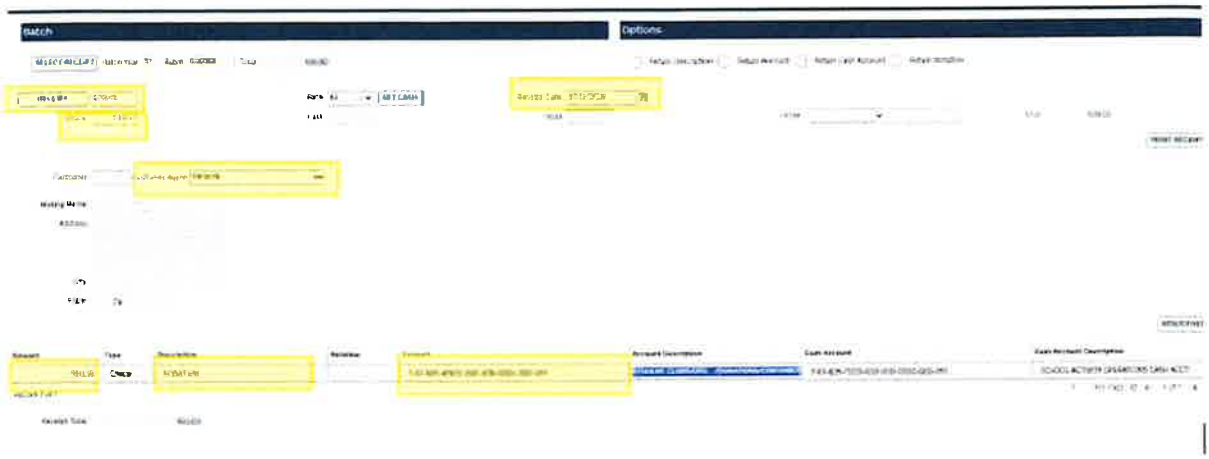
Keying the Deposit

Step 3:

FAS/Processing/Cash Receipt Entry/Go to specific Batch/Use this Batch
Enter Financial Secretary receipt # (always starts with a *capital letter*)
example: 2026-27 SY – FS receipt# G70000
No Space between the "G" and the "7"
Tab
Bank: 61
Receipt Date – Date of Deposit
Check: Enter amount of deposit
Tab - until you get to Customer Name – Enter who paid us the money
Tab – enter amount of deposit
Tab – Description – Enter description of item (Donation/BooGrams/Book Fair, etc)

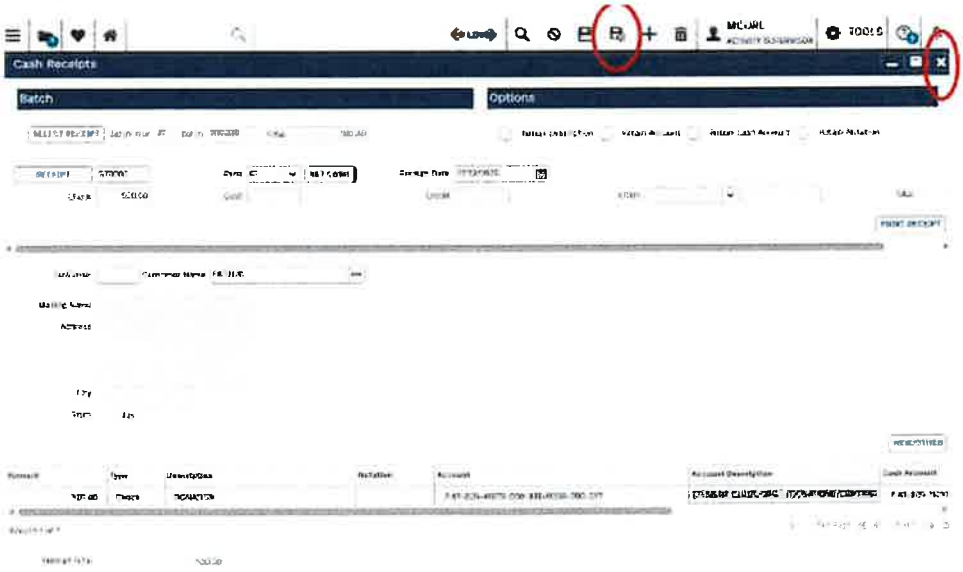
Tab – Account – Enter Deposit OCAS Code
example: 7-61-839-41950-000-942-0000-000-180

Tab – the Account Description will automatically fill in



If you need to enter another deposit for the school site, Hit the Save + icon that will take you to the Receipt# ready for next deposit
If you are finished with entering deposits for your school, Hit the Save icon

Hit the white "X"
LINQ Main Screen



Print Edit and Review

Step 4

FAS/Cash Receipt Processing/Cash Receipt Edit List

Make sure the Batch year is the year we are working in
Enter Batch# Begin Batch & End Batch
Hit – Preview
Cash Receipt Verification report will pull up
Print this Edit
Compare Edit to your deposit sheets, make sure everything matches – totals, codes, etc.
Run a tape on all deposit sheets, tape to Cover Sheet
Send to Student Activities (Refer to Finance Calendar for cut off dates)

Moore Love Deposits

SA Office keys ALL Moore Love Deposits

Moore Love Deposits MUST be in a deposit bag by itself.

Deposits CAN NOT be combined.

DATE _____
SCHOOL _____
BAG # _____

MOORE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUND
DEPOSIT

Please type all information

						OCAS CODE									
FR#	RECEIPT#	REC. DATE	RECEIVED FROM	ACCOUNT NAME	DESCRIPTION OF ITEM	YR	FUND	PROJ.	SOURCE OF REVENUE	OBJ.	PROG.	SUB.	JOB	UNIT	AMOUNT
TOTAL															$ -

Deposit Verified/Received by:

_____

Currency _____
Silver _____
Sub Total _____
Checks _____

Total Deposited _____

FALSE

Moore Love Deposits

SA Office keys ALL Moore Love Deposits

Moore Love Deposits MUST be in a deposit bag by itself.

Deposits CAN NOT be combined.

DATE _____

SCHOOL

BAG # _____

MOORE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUND
DEPOSIT

Please type all information

						OCAS CODE									
FR#	RECEIPT#	REC. DATE	RECEIVED FROM	ACCOUNT NAME	DESCRIPTION OF ITEM	YR	FUND	PROJ.	SOURCE OF REVENUE	OBJ.	PROG.	SUB.	JOB	UNIT	AMOUNT
						7	61	867	41970	000	936	0000	000	051	
						7	61	867	41970	000	936	0000	000	051	
						7	61	867	41970	000	936	0000	000	051	
TOTAL															$ -



Deposit Verified/Received by:

Currency _____

Silver _____

Sub Total $ -

Checks _____

Total Deposited $ -

Cash Deposit Money Bags

There are two examples of how to fill out the Cash Deposit Money Bags.

1.) Student Activity Fund Money
2.) SA Moore Love Fund Money

It is particularly important to remember that there CAN NOT be over $20.00 of coins in one deposit bag. You can take coins to the bank and get cash.

Banc First

600 NW 5th Street

Moore, Ok. 73160

Things to remember.....

NO rubber bands

NO paper clips

NO envelopes of any kind

NO Ziplock baggies of any kind

All that is needed in the deposit bag is Deposit Sheet/Cash/Checks

Moore Love Deposits
SA Office keys ALL Moore Love Deposits
Moore Love Deposits MUST be in a deposit bag by itself.
Deposits CAN NOT be combined.

Courier will pick up every afternoon/day.

SA

J9282855

TranSource®

Assurance™

FROM / DE:

Customer Name / Account Number
Nombre del Cliente / Número de Cuenta: School Site - SA

Store Location / Number
Ubicación de la tienda / Número: School Site #

Date / Fecha: date of deposit

DEPOSIT SAID TO CONTAIN / VALOR DEL CONTENIDO:

Cash / Efectivo: 25.00

Coin-limit $10.00 / Moneda-Límite $10.00: 5.00

Checks / Cheques: 70.00

Total Deposit / Depósito Total: 100.00

Signature / Firma: sign your name

TO / PARA:

SPECIAL INSTRUCTIONS / INSTRUCCIONES ESPECIALES:

SA

1



Using ballpoint pen, fill out required information. Remove, tear off receipt and keep with your copy of deposit slip.

Llene la información requerida utilizando un bolígrafo. Remueva el talonario separable y guarde con su copia de la hoja de depósito.

2



Insert deposit inside bag.

Inserte el depósito dentro de la bolsa.

3



Remove release liner to expose adhesive.

Remueva el plástico protector para exponer el pegamento.

4



Press firmly on entire length of adhesive. If you make a mistake, do NOT attempt to reseal.

Presione firmemente a través de la longitud entera del pegamento. Si comete un error, NO intente resellar.

To reorder call (Para ordenar de nuevo llame): 1-888-750-4545
TranSource Product Code (Código de Producto): A09X12SC

To Remove Contents - Cut Along Dashed Line
Para Remover Contenido - Corte En La Línea Entrecortada

ITEM# 4115030

MOORE LOVE

J9282854

TranSource®

Assurance™

FROM / DE:

Customer Name / Account Number
Nombre del Cliente / Número de Cuenta: School Site

Store Location / Number
Ubicación de la tienda / Número: School Site #

Date / Fecha: date of deposit

DEPOSIT SAID TO CONTAIN / VALOR DEL CONTENIDO:

Cash / Efectivo: 25.00

Coin-limit $10.00 / Monedas-Límite $10.00: 5.00

Checks / Cheques: 70.00

Total Deposit / Depósito Total: 100.00

Signature / Firma: sign your name

TO / PARA:

SPECIAL INSTRUCTIONS / INSTRUCCIONES ESPECIALES:

Moore Love

1



Using ballpoint pen fill out required information. Remove tear off receipt and keep with your copy of deposit slip.

Utilice la información requerida utilizando un bolígrafo. Remueva el talonario separable y guarde con su copia de la hoja de depósito.

2



Insert deposit inside bag.

Inserte el depósito dentro de la bolsa.

3



Remove release liner to expose adhesive.

Remueva el plástico protector para exponer el pegamento.

4



Press firmly on entire length of adhesive. If you make a mistake, do NOT attempt to reseal.

Presione firmemente a través de la longitud entera del pegamento. Si comete un error, NO intente resellar.

To reorder call (Para ordenar de nuevo llame): 1-888-750-4545
TranSource Product Code (Código de Producto): A09X12SC

To Remove Contents - Cut Along Dashed Line
Para Remover Contenido - Corte En La Linea Entrecortada

ITEM# 4115030

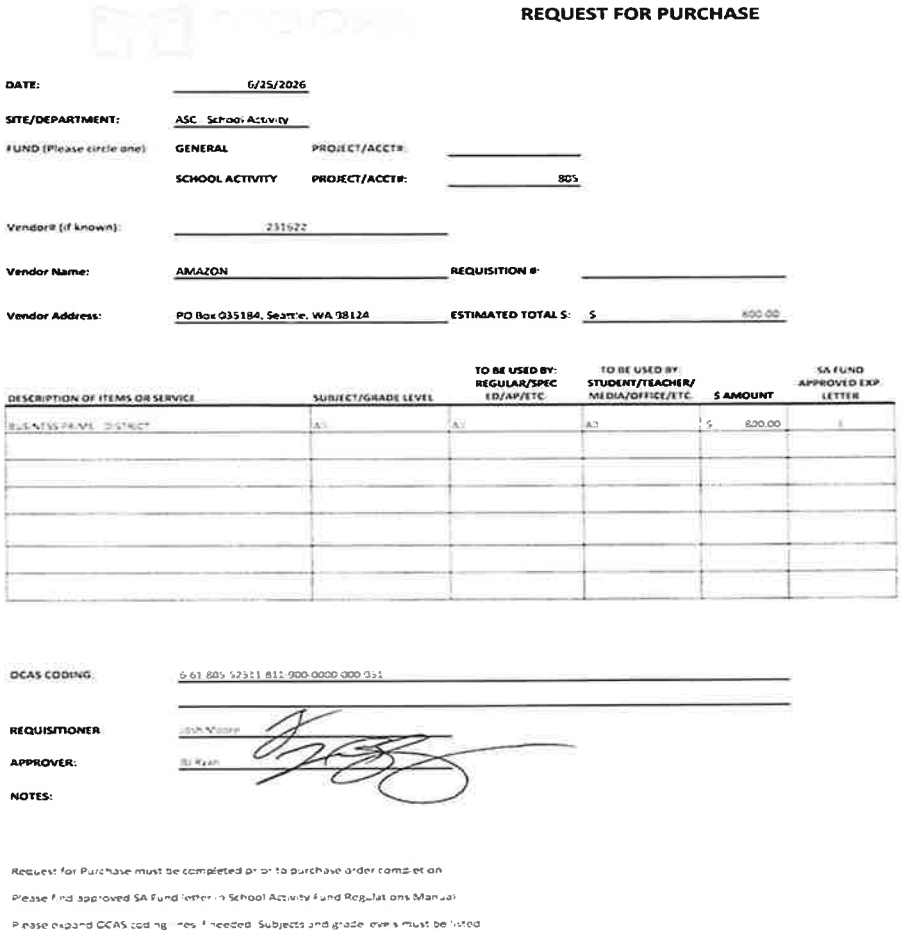
HARLAND CLARKE No Corte Por Aquí Para Abrir TranSource Do Not Cut Here To Open HARLAND CLARKE

Purchase Order Instructions

Step 1: Complete a Request For Purchase

A request for purchase form must be filled out by the person requesting the purchase **BEFORE** the purchase order is completed.

Fill out the request for purchase form and fill in the SA approved expenditure letter. (The expenditure letter can be found in the 22-23 School Activity Fund Regulations Manual on the website – if you need an updated list, please contact Student Activity) All relevant boxes need to be completed on the RFP. Original requisitioner/approver signatures are preferred.



REQUEST FOR PURCHASE

DATE: 6/25/2026

SITE/DEPARTMENT: ASC School Activity

FUND (Please circle one) **GENERAL** **PROJECT/ACCT#:**

SCHOOL ACTIVITY **PROJECT/ACCT#:** 805

Vendor# (if known): 231622

Vendor Name: AMAZON **REQUISITION #:**

Vendor Address: PO Box 035184, Seattle, WA 98124 **ESTIMATED TOTAL $:** $ 800.00

DESCRIPTION OF ITEMS OR SERVICE	SUBJECT/GRADE LEVEL	TO BE USED BY: REGULAR/SPEC ED/AP/ETC	TO BE USED BY: STUDENT/TEACHER/ MEDIA/OFFICE/ETC	$ AMOUNT	SA FUND APPROVED EXP LETTER
BUSINESS TRAVEL DISTRICT	All	All	All	$ 800.00	1

OCAS CODING: 6 61 805 52321 812 900-0000 000 031

REQUISITIONER

APPROVER:

NOTES:

Request for Purchase must be completed prior to purchase order completion

Please find approved SA Fund letter in School Activity Fund Regulations Manual

Please expand OCAS coding notes if needed. Subjects and grade levels must be listed

Step 2: Complete the Purchase Order

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.

If the address on the invoice does not match the address we have on file, you will need to get with Josh so he can verify correct addresses and correct vendor numbers.

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.) For Elementary – please use "Student Activity" (839), "Teacher Coke" (843), or "Before/Aftercare (859).

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. Invoices can not be processed unless they are signed and dated as received.

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 items ordered are from state contract, the vendor's state contract number must be stated on the purchase order. Same with BuyBoard, OMNIA Partners, etc.

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.

					Account Code								
Invoice No.	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
6048143563													
11/15/25	COLOR COPY PAPER			11.87	6	61	839	51000	611	100	0000	000	155
	MISC SUPPLIES			$112.16	6	61	839	51000	619	100	0000	000	155
	COUNSELOR PLANNER			$23.19	6	61	839	52410	619	900	0000	000	155
				$147.22									
6048143562													
11/15/25	Color Copy Paper			10.00	6	61	839	51000	611	100	0000	000	155

- 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.) Please make sure the items you ordered/received match the items on the invoice. 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.

- 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)

✓ Board Approval for Camp Classen

✓ Number of students and a list of all participants other than students

Forms needed can be found on the website under Departments > Finance > School Activity. You must be logged in to access the forms.

- 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.

SCHOOL ACTIVITY FUND

PURCHASE ORDER

Vendor No. 231622

Date of Order: 6/25/26

PURCHASE ORDER NUMBER

SA 609990

Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160

Equal Opportunity Employer — Rev. FY 12-13

All information within ship to block plus purchase order number must appear on all invoices, shipping papers correspondence and containers

TO: Amazon Capital Services
PO Box 035184
Seattle, WA 98124

BILL TO / SHIP TO:
Moore Public Schools
1500 SE 4th Street
Moore, OK 73160
ATTN: Joshua Moore

School / Site: ASC | 0251

Account Name: School Activity Operations

CONDITIONS
1. Invoices to be rendered in duplicate.
2. No payment to be made until order is complete.
3. Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)
4. Deliveries acknowledged subject to Purchaser's inspection.

Initiated By
Principal / Site Administrator
Sponsor

1WGG-FHPQ-91X

Item No.	Description	Qty	Price	Total	Account Code: Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Loc
	Business Prime - District			779.00	6	61	805	52511	811	900	000	000	061
	6/25/26												

Total Amount To Be Paid $779.00

Note: If invoice is twenty-five thousand dollars ($25,000) or more, a non-kickback affidavit is required for each vendor for each fiscal year. Legal Reference: Oklahoma Statutes *(74 § 3109B)*

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amazon

Invoice

Invoice Summary — *Payment due by August 24, 2026*

Item Subtotal	$ 1,299.00
Promos & Discounts	($ 520.00)
Sales Tax	$ 0.00
Amount Due	**$ 779.00 USD**

Invoice Date	25-Jun-2026
Invoice #	[illegible]
Account #	[illegible]
Order #	[illegible]
Payment Terms	Net 60

Registered Business Name
Moore Public Schools

Order Information
Ordered By: Moore Public Schools
PO #: 305087

Bill To
[illegible]

Remit To
Account Name: Amazon Capital Services, Inc.
Bank Name: Wells Fargo Bank
ACH Routing # (ABA): 121000248
Bank Account # (DDA): 4183041052421530 1
SWIFT Code: WFBIUS6S

Mail Check Payments To
Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Rec. 6-25-26

Electronic Funds Transfer: Add invoice number(s) in the description field.
Email: Send remittance details to [illegible] (This mailbox only accepts payment details. For help, contact customer support.)

Invoice Details

Description	Qty	Unit Price	Subtotal before Tax	Tax Rate	Subtotal
Prime Business Annual Membership Fee - Medium	1	$1,299.00	$1,299.00		$1,299.00
Promotions & discounts			($520.00)		($520.00)

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.

STEP 3: Send/Key In Purchase Order

Elementary Schools will send in the Purchase Order, Request for Purchase, Invoice and any supporting documentation to the School Activity Office.

Secondary Schools will key in their Purchase Order in Linq. (See PO Keying Section for instructions.)

Entering a Purchase Order in Linq ERP

Step 1: Start a PO Batch

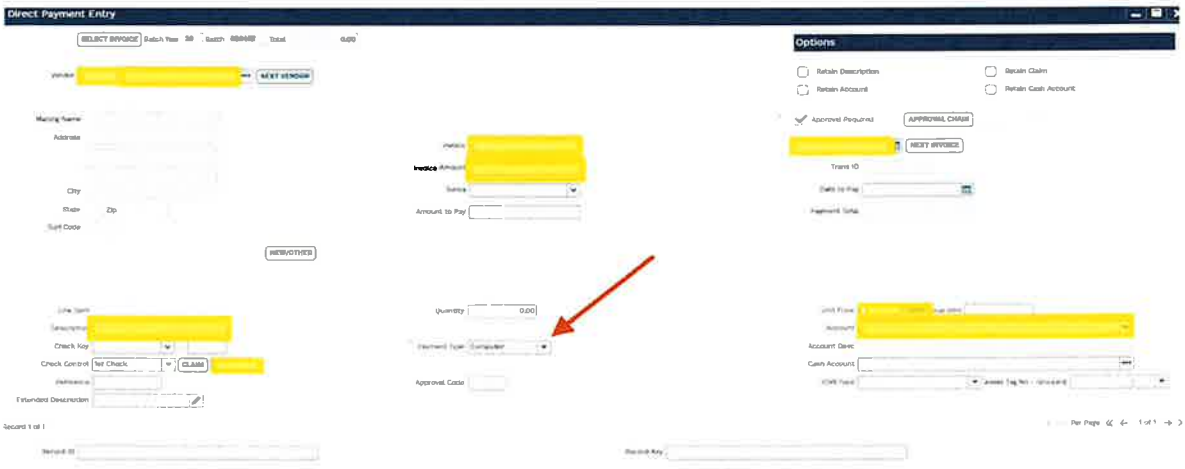
In Linq

- Modules
- Financial Accounting System
- Processing
- Payment Processing
- Direct Payment Entry
- Click – Batch
- Change Transaction date to the next check run date/account period
- Choose correct accounting period to match run date
- Enter Description – EX: MCURL SCHOOL 6/30/2026
- Click – USE THIS BATCH
- Click – Save

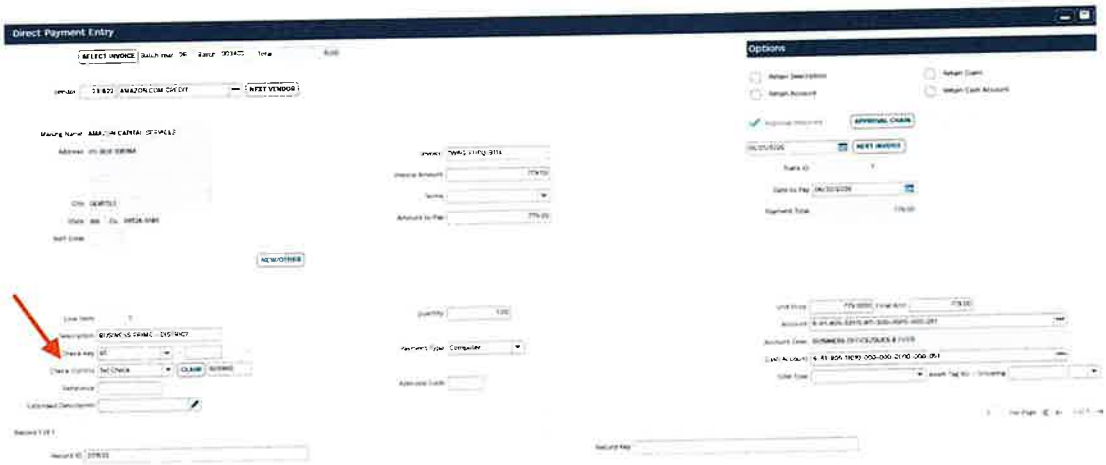


Step 2: Enter info into Linq from the PO

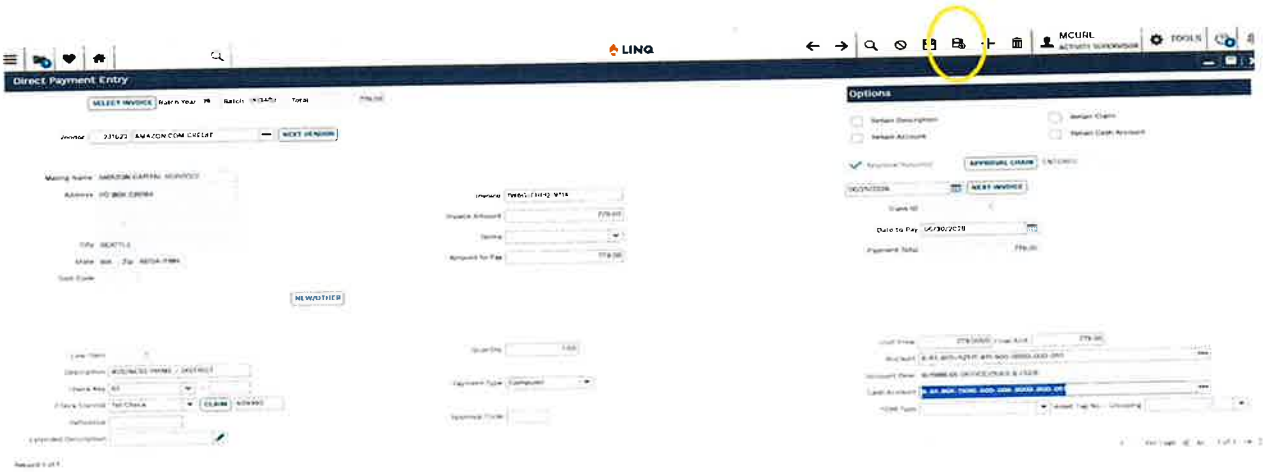
- All Highlighted fields need to be filled out.
- Ensure Payment Type is set to Computer.



- Make sure correct vendor number is chosen/entered and matches number on PO
- The invoice number should be entered exactly as it is on the invoice
- The code can either be manually entered or selected from the 3 dots on the right of the code field
- After everything is keyed the Check Key should prefill to 61. THIS SHOULD ALWAYS BE 61 FOR STUDENT ACTIVITY. DO NOT CHANGE.
- Each invoice needs to be on its own page (record key) in the batch, even if more than one invoice is on the same PO.



- Once everything is keyed you will hit the save button at the top right of the screen with the + sign and it will save and take you to the next screen to key the next PO.

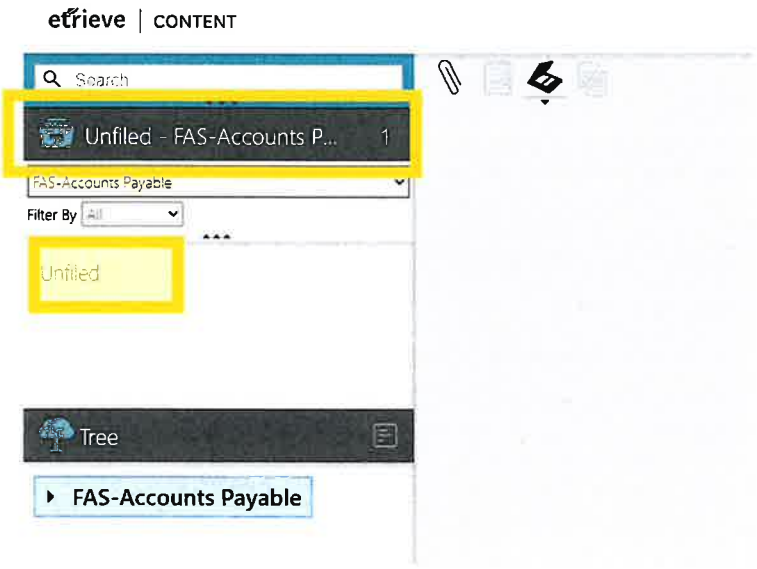


Step 3: Scan PO's into Etrieve-Content

Note: Before you open Etrieve-Content make sure your scanner is on. You also need to be logged into Linq with your batch open. You will need the info from what was keyed to attach your scans to your batch.

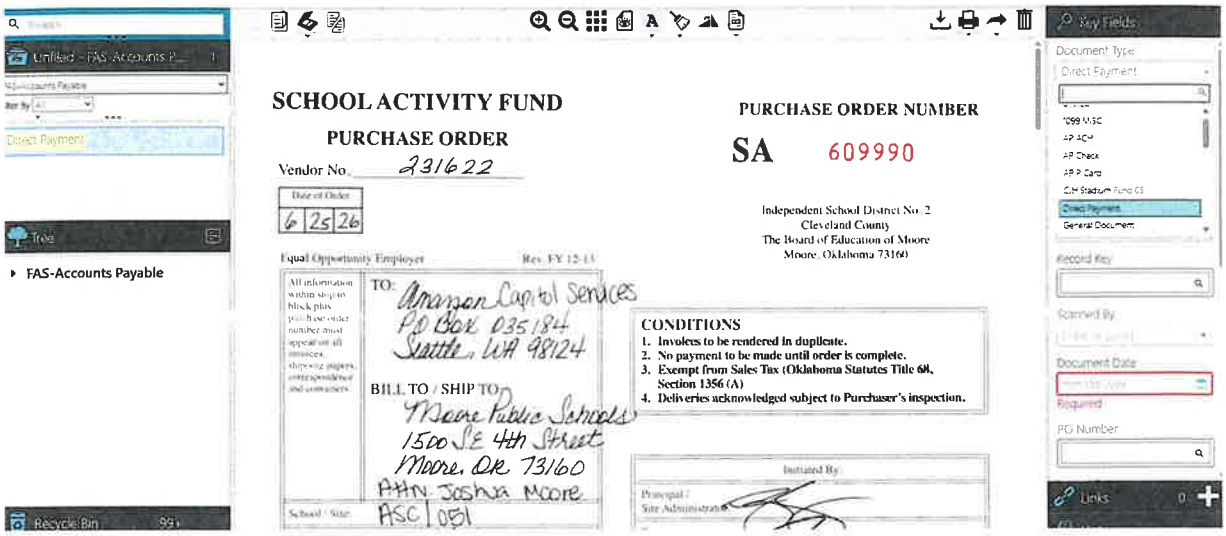


- Click FAS-Accounts Payable
  This darkens the little scanner icon
- Load the documents face down, upside down in the feeder (this may differ based on your scanner).
  PO, RFP, Invoice, Supporting Documents.
- Click the scanner icon – it may pause before it actually scans.

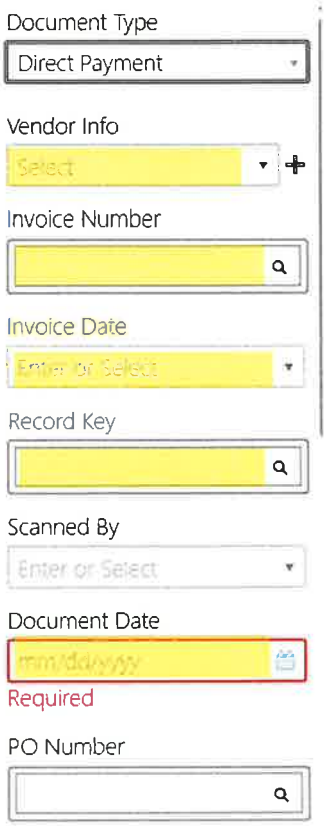


- All scans go under the Unfiled -FAS – Accounts Payable tab until you attach it to a vendor/put the information in.

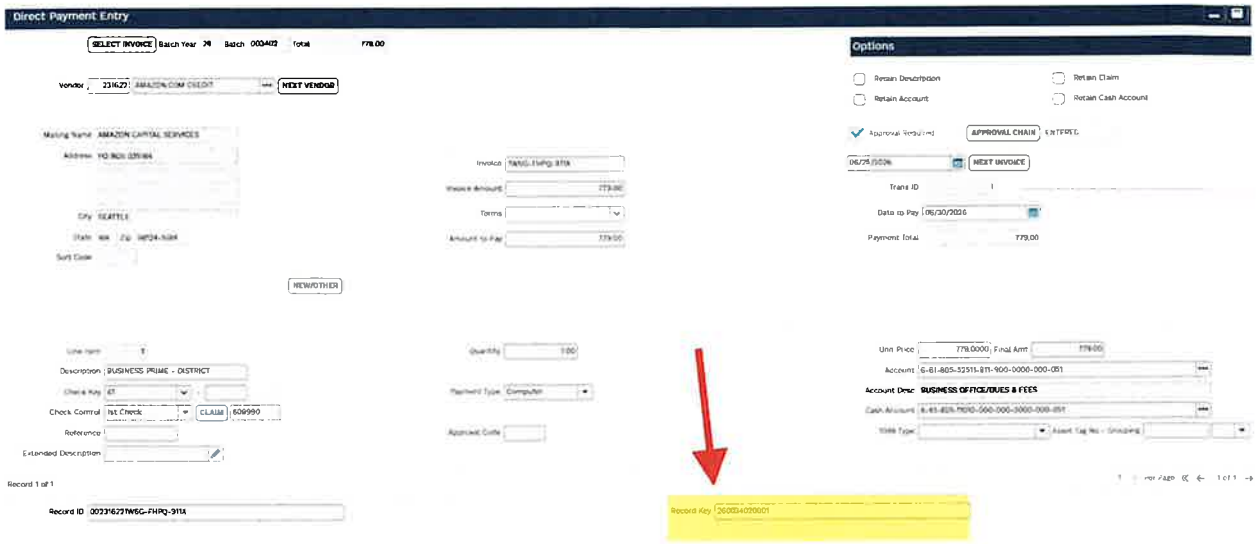
- You will click on the Unfiled document which will bring it up to attach it to the vendor and your batch.



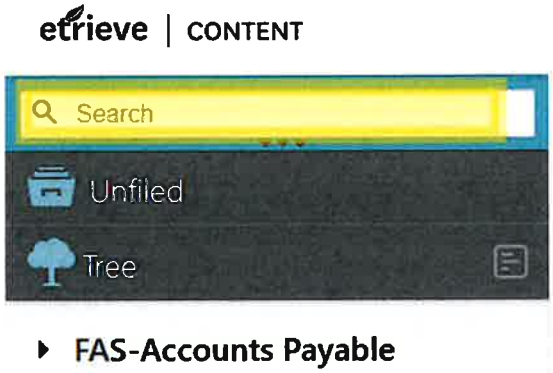
- On the right side of the page Click Document Type.
  - In the Drop Down – Click Direct Payment



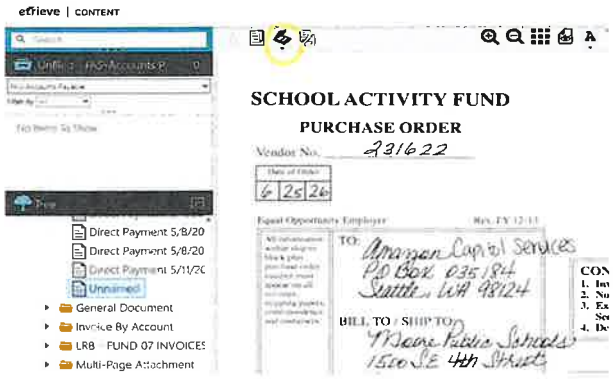
- Info highlighted needs to be filled out with information from Linq.
- Please make sure Invoice Date is in this format: MM/DD/YYYY
- Copy and Paste the Record Key from Linq.



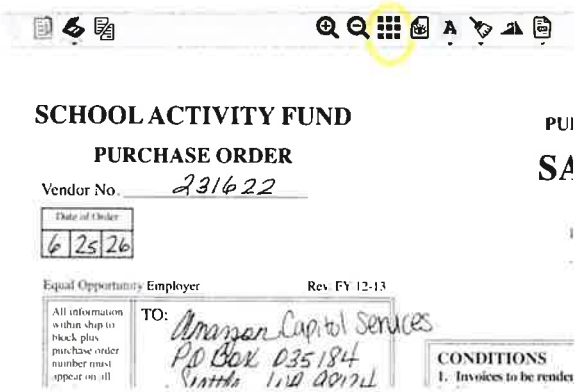
- **If you need to find a scan / rescan / add something &/OR delete a page:**



- Search using the invoice number, vendor number, or the Record Key #.
- Once you find the scan you will click on the document to bring it up.
- If you need to scan in an additional doc or rescan a document you will select the scanner icon at the top and it will be added to the back of the pages.

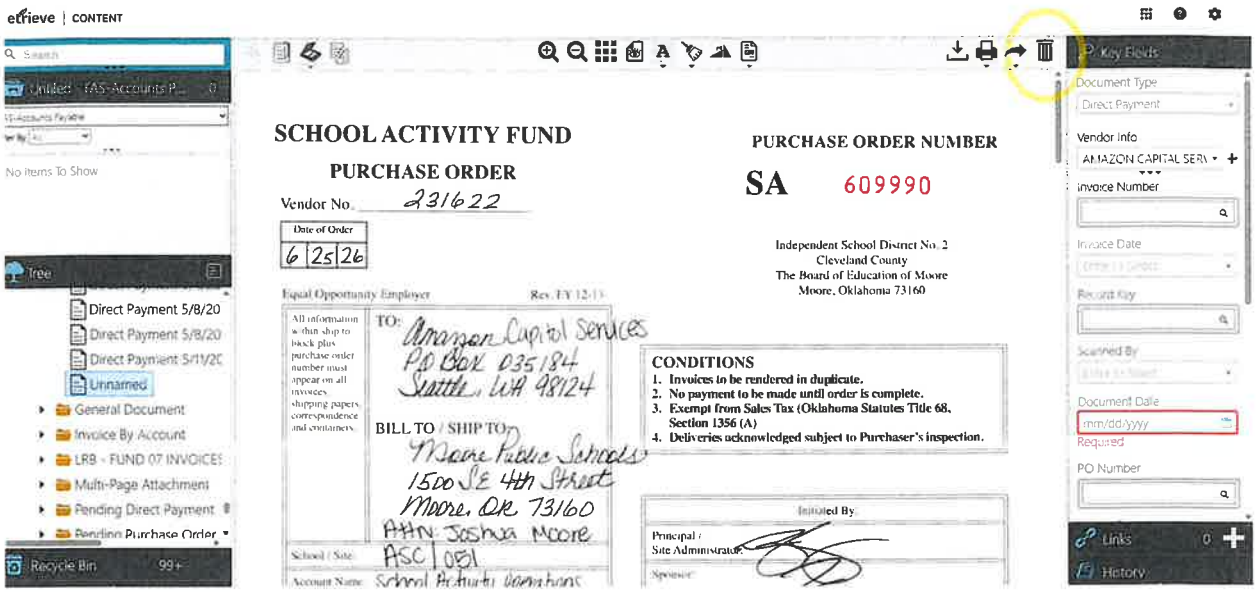


- If you need to delete an individual page from your scanned document/PO you will select the thumbnail icon (nine squares), click the page that you want to delete and select the trash can icon.





- **If you need to delete the entire scan you will select the larger trash icon on the top right of the screen.**

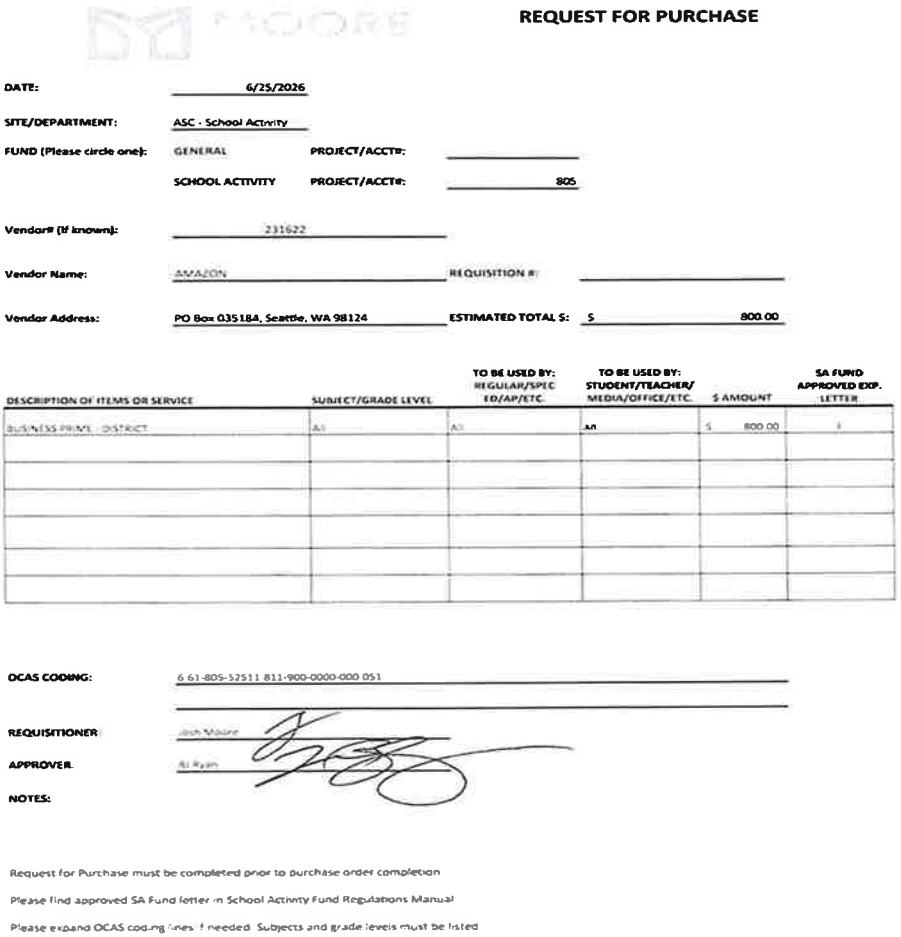

etrieve | CONTENT
No Items To Show
Tree
Direct Payment 5/8/20
Direct Payment 5/8/20
Direct Payment 5/11/20
Unnamed
General Document
Invoice By Account
LRB - FUND 07 INVOICES
Multi-Page Attachment
Pending Direct Payment
Recycle Bin
SCHOOL ACTIVITY FUND
PURCHASE ORDER
Vendor No. 231622
Date of Order
6 25 26
PURCHASE ORDER NUMBER
SA 609990
Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160
Equal Opportunity Employer
All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers.
TO: Amazon Capital Services
PO Box 035184
Seattle, WA 98124
BILL TO / SHIP TO:
Moore Public Schools
1500 SE 4th Street
Moore, OK 73160
ATTN: Joshua Moore
School / Site ASC 051
CONDITIONS
1. Invoices to be rendered in duplicate.
2. No payment to be made until order is complete.
3. Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)
4. Deliveries acknowledged subject to Purchaser's inspection.
Initiated By
Principal / Site Administrator
Key Fields
Document Type
Direct Payment
Vendor Info
AMAZON CAPITAL SERV
Invoice Number
Invoice Date
Record Key
Scanned By
Document Date
mm/dd/yyyy
Required
PO Number
Links 0
History

Commerce Purchase Order Instructions

Step 1: Complete a Request For Purchase

A request for purchase form must be filled out by the person requesting the purchase **BEFORE** the purchase order is completed.

Fill out the request for purchase form and fill in the SA approved expenditure letter. (The expenditure letter can be found in the 22-23 School Activity Fund Regulations Manual on the website – if you need an updated list, please contact Student Activity) All relevant boxes need to be completed on the RFP. Original requisitioner/approver signatures are preferred.



REQUEST FOR PURCHASE

DATE: 6/25/2026

SITE/DEPARTMENT: ASC - School Activity

FUND (Please circle one): GENERAL **PROJECT/ACCT#:**

SCHOOL ACTIVITY **PROJECT/ACCT#:** 805

Vendor# (If known): 231622

Vendor Name: AMAZON **REQUISITION #:**

Vendor Address: PO Box 035184, Seattle, WA 98124 **ESTIMATED TOTAL $:** $ 800.00

DESCRIPTION OF ITEMS OR SERVICE	SUBJECT/GRADE LEVEL	TO BE USED BY: REGULAR/SPEC ED/AP/ETC.	TO BE USED BY: STUDENT/TEACHER/ MEDIA/OFFICE/ETC.	$ AMOUNT	SA FUND APPROVED EXP. LETTER
BUSINESS PRIVIL - DISTRICT	All	All	All	$ 800.00	1

OCAS CODING: 6 61-805-52511 811-900-0000-000 051

REQUISITIONER Josh Moore

APPROVER Ali Ryan

NOTES:

Request for Purchase must be completed prior to purchase order completion

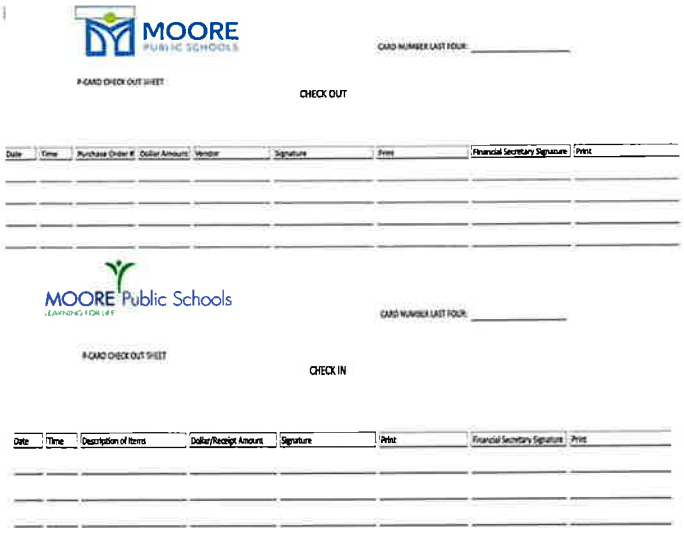
Please find approved SA Fund letter in School Activity Fund Regulations Manual

Please expand OCAS coding lines if needed. Subjects and grade levels must be listed

Step 2: Sign the Check Out/Check In Sheet

When the PCARD is checked out to make a purchase the person taking the card needs to sign the check out sheet, and sign it when they bring the card back.

Please have physical/original signatures, no printed names.



MOORE PUBLIC SCHOOLS

P-CARD CHECK OUT SHEET

CARD NUMBER LAST FOUR: _____

CHECK OUT

Date	Time	Purchase Order #	Dollar Amount	Vendor	Signature	Print	Financial Secretary Signature	Print

MOORE Public Schools

LEARNING FOR LIFE

P-CARD CHECK OUT SHEET

CARD NUMBER LAST FOUR: _____

CHECK IN

Date	Time	Description of Items	Dollar/Receipt Amount	Signature	Print	Financial Secretary Signature	Print

Step 2: Complete the Purchase Order

Fill out the Purchase Order as listed below:

1. VENDOR NUMBER: (Fill in COMMERCE 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 say Commerce / Vendor name.

Example : COMMERCE / 5 STAR DONUTS

The address for all commerce vendors is the same.

PO Box 411457

Kansas, City, MO 64141-1457

4. BILL TO/SHIP TO:

Type in the school name and address.

5. SCHOOL/SITE:

Type school name/site #

6. ACCOUNT NAME:

Name of the sub-account making the purchase. Example: (chorus, band, etc.) For Elementary – please use "Student Activity" (839), "Teacher Coke" (843), or "Before/Aftercare" (859).

7. INVOICE NUMBER:

Fill in invoice numbers from purchased receipt. For commerce payments use the approval number as the invoice number. Unless the receipt is from Wal-Mart, us the TR# at the top of the receipt. Use original receipt to pay the PO. If receipt is lost, you must return to the store and get a new receipt. Sign your full name, not initials. All invoices must be signed and dated.


Give us feedback @ survey.walmart.com
Thank you! ID #:7TM6ZR2ZZJV

Walmart

405-790-0021 Mgr:AMANDA
501 SW 19TH ST
MOORE OK 73160
St# 00277 OP# 000878 TE# 18 TR# 00124
ITEMS SOLD 22
TC# 5893 1120 1208 5585 6241

ASST FS 37.2 009990072335 F 13.48 O
MXD VRTY 31. 004000059875 F 14.96 O
INDEX CARD 084410603923 0.72 O
INDEX CARD 084410603923 0.72 O
GV 40PK 007874227909 F 5.36 O
GV 40PK 007874227909 F 5.36 O
15CT 12 BLN 007144458340 0.98 O
15CT 12 BLN 007144458340 0.98 O
15CT 12 BLN 007144458350 1.00 O
15CT 12 BLN 007144458350 1.00 O
THEATER BOX 004000049752 F
12 AT 1 FOR 1.24 14.88 O
SUBTOTAL 59.44
TOTAL 59.44
VISA TEND 59.44
VISA CREDIT **** **** **** 9082 I 1
APPROVAL # 081944
REF # 00
TRANS ID - 304207524160484
VALIDATION - GPWC
PAYMENT SERVICE - E
AID A0000000031010
AAC CAAF9A38BF342499
TERMINAL # SC010216
*NO SIGNATURE REQUIRED
07/25/24 09:34:57
CHANGE DUE 0.00

NTO for July 30th


sam's club

SAM'S CLUB
(405) 300 - 6019
08/01/24 14:49 7394 06779 002 1265

X MEMBER 101-********1995

THANK YOU,
MOORE

11 @ 59.98
980249318 6FIHTABLE 659.78 E
980249318 6FIHTABLE 59.98 E
980249318 6FIHTABLE 59.98 E
980249318 6FIHTABLE 59.98 E
980249318 6FIHTABLE 59.98 E
980249318 6FIHTABLE 59.98 E
980249318 6FIHTABLE 59.98 E
E 990360761 WASLFVTY185F 24.98 E
E 990013200 HAL FHC SUBF 19.98 E
980249318 6FIHTABLE 69.98 E
SUBTOTAL 1,124.60

TOTAL 1,124.60
VISA TEND 1,124.60
VISA CREDIT **** **** **** 8936 I 1
APPROVAL # 048347
AID A0000000031010
AAC 4E60ED2D92566ACE
TERMINAL # 21974667
*NO SIGNATURE REQUIRED
08/01/24 14:50:68
CHANGE DUE 0.00

8. DESCRIPTION:

Give a brief description of items purchased. The request for purchase form should have a detailed description of items to be purchased.

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. (FOR COMMERCE PO'S YOU CAN ONLY PUT MULTIPLE INVOICES ON THE SAME PO WHEN PURCHASES ARE MADE ON THE SAME DAY WITH THE SAME VENDOR.)

03058 9-10-24												
COFFEE SHOP SUPPLIES		185.18	176.18	5	61	954	53200	670	900	0000	000	705
CLASSROOM SUPPLIES			9.00	5	61	954	51000	619	239	2765	000	705
04291 9-10-24												
COFFEE SHOP SUPPLIES			24.90	5	61	954	53200	670	900	0000	000	705
09451 9-10-24												
COFFEE SHOP SUPPLIES			12.98	5	61	954	53200	670	900	0000	000	705

- 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. READY FOR PAYMENT:

When you receive the receipt, 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.) Attach the invoices and supporting documents applicable to the back of the purchase order.

- 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)

✓ Board Approval for Camp Classen

Forms needed can be found on the website under Departments > Finance > School Activity. You must be logged in to access the forms.

- 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.

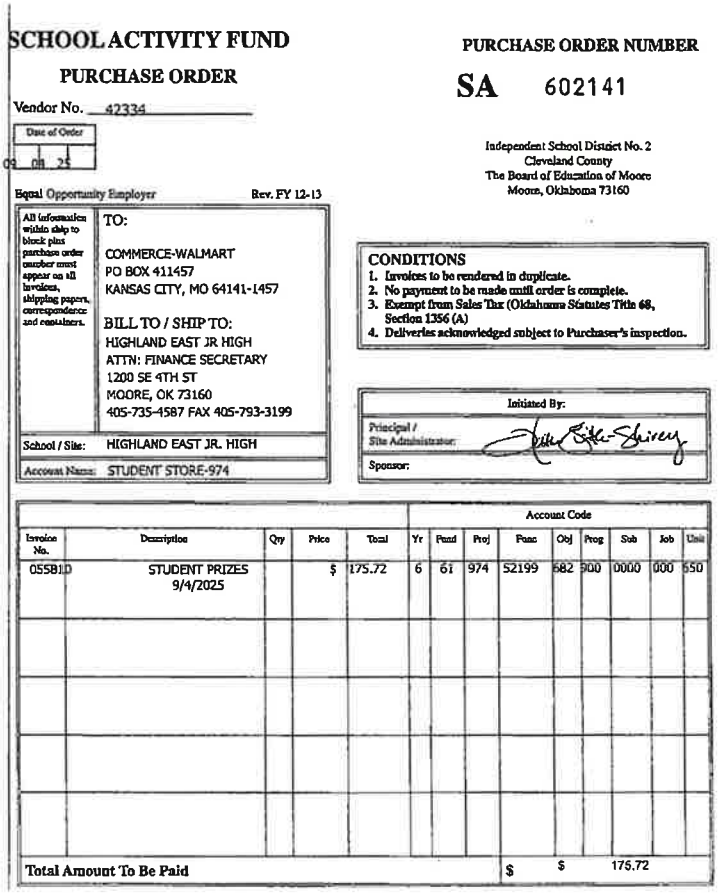
16. SEND TO STUDENT ACTIVITY OFFICE:

- All Commerce PO's need to be **emailed** in to the Student Activity office the day of purchase.

- If the purchase is made after hours or over the weekend, send in to the Student activity office the next working day.
- High schools will key in their own commerce PO's instead of sending them in.

18. GENERAL INFORMATION:

- **COMMERCE CARDS CAN NOT BE USED TO PURCHASE ITEMS ONLINE.** This includes online orders for pick up at Wal-Mart or Sam's.
- Purchases can not have taxes. If taxes are charged, you must return to the store SAME DAY to get the taxes refunded to the card. Can not accept cash back for the refund, must go back on the card it was charged to.



SCHOOL ACTIVITY FUND

PURCHASE ORDER

PURCHASE ORDER NUMBER

SA 602141

Vendor No. 42334

Date of Order: 09 08 25

Equal Opportunity Employer — Rev. FY 12-13

Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160

All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers.

TO:

COMMERCE-WALMART
PO BOX 411457
KANSAS CITY, MO 64141-1457

BILL TO / SHIP TO:
HIGHLAND EAST JR HIGH
ATTN: FINANCE SECRETARY
1200 SE 4TH ST
MOORE, OK 73160
405-735-4587 FAX 405-793-3199

School / Site: HIGHLAND EAST JR. HIGH

Account Name: STUDENT STORE-974

CONDITIONS
1. Invoices to be rendered in duplicate.
2. No payment to be made until order is complete.
3. Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)
4. Deliveries acknowledged subject to Purchaser's inspection.

Initiated By:

Principal / Site Administrator:

Sponsor:

Invoice No.	Description	Qty	Price	Total	Account Code Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
055810	STUDENT PRIZES 9/4/2025		$	175.72	6	61	974	52199	682	900	0000	000	550
Total Amount To Be Paid								$	$	175.72			

Entering a Commerce Purchase Order In Linq ERP

Step 1: Receive Statement from the SA office

- You will receive an email from the SA office with all purchases that need to be included in your batch.
- This email will include the transaction date for the batch
- Verify your PO totals with the totals on the statement
- If totals do not match please get with the SA office to verify the amounts.

Step 2: Start a PO Batch

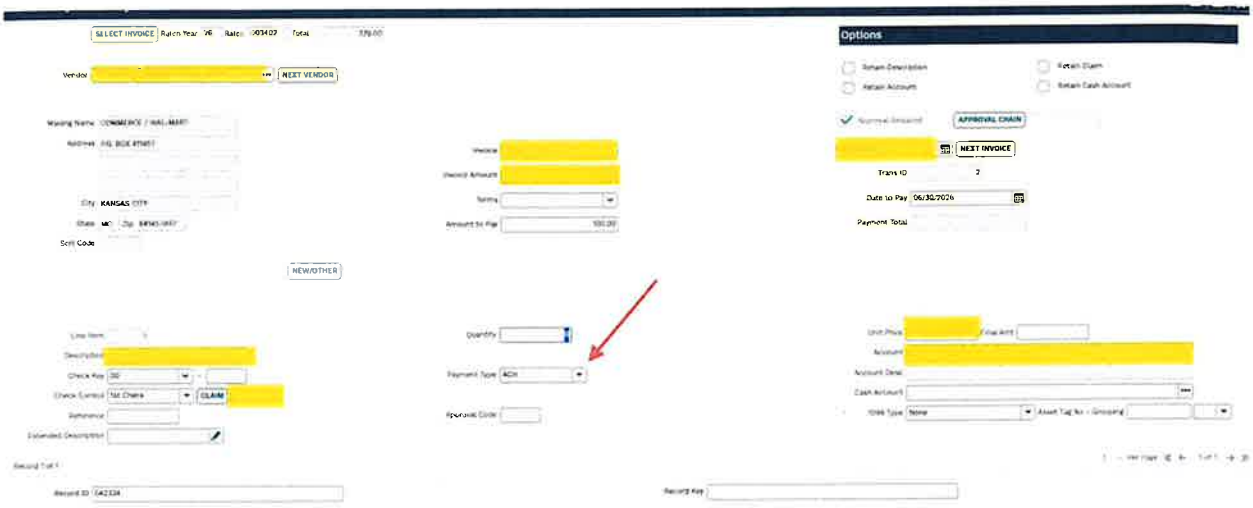
In Linq

- Modules
- Financial Accounting System
- Processing
- Payment Processing
- Direct Payment Entry
- Click – Batch
- Change Transaction date to the next check run date
- Choose correct accounting period to match run date
- Enter Description – EX: MCURL COMMERCE 6/30/2026
- Click – USE THIS BATCH
- Click – Save

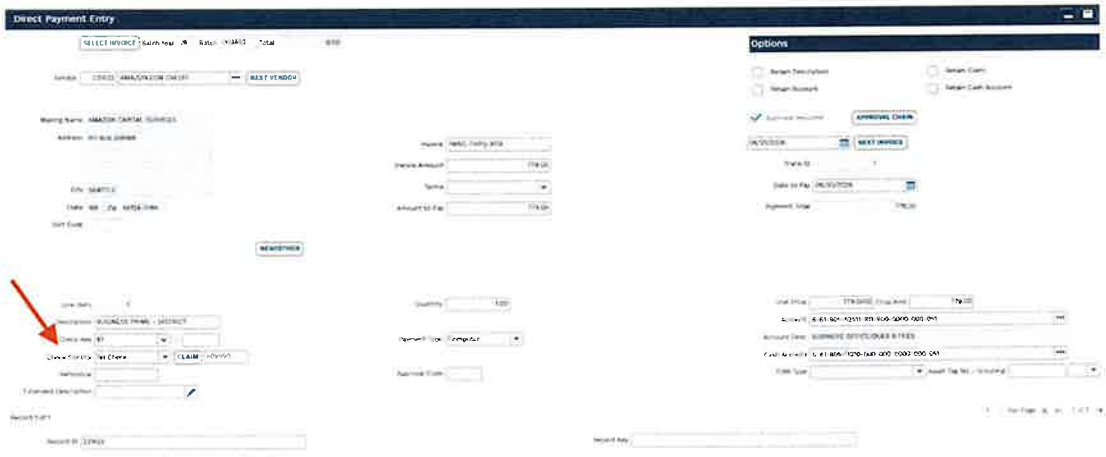


Step 3: Enter info into Linq from the PO

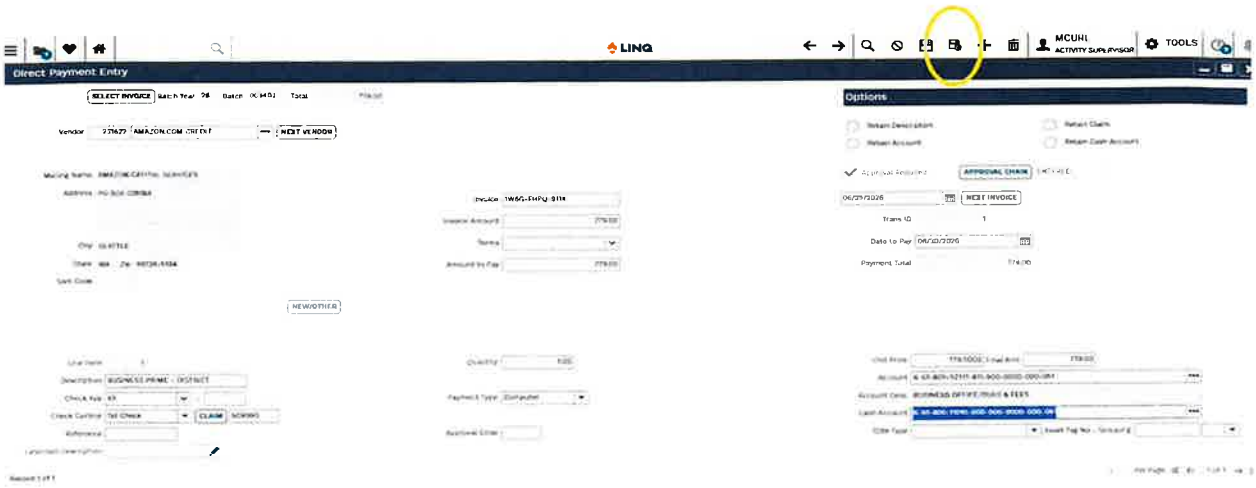
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- Ensure Payment Type is set to ACH.



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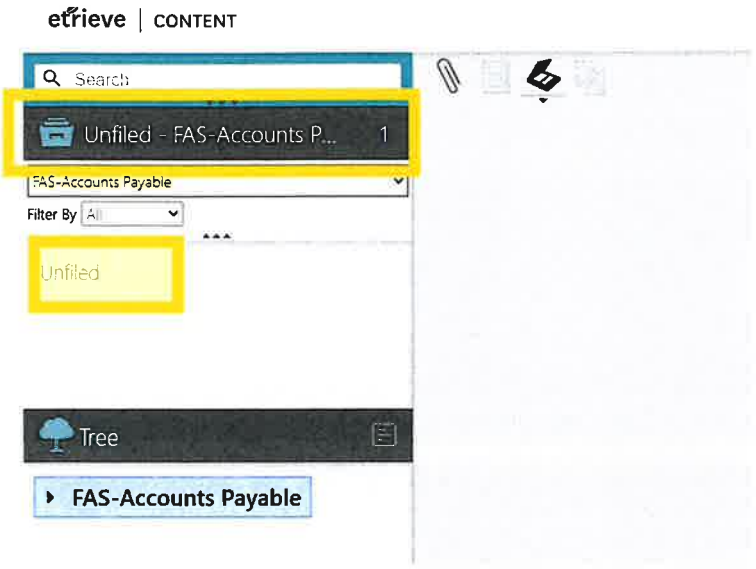


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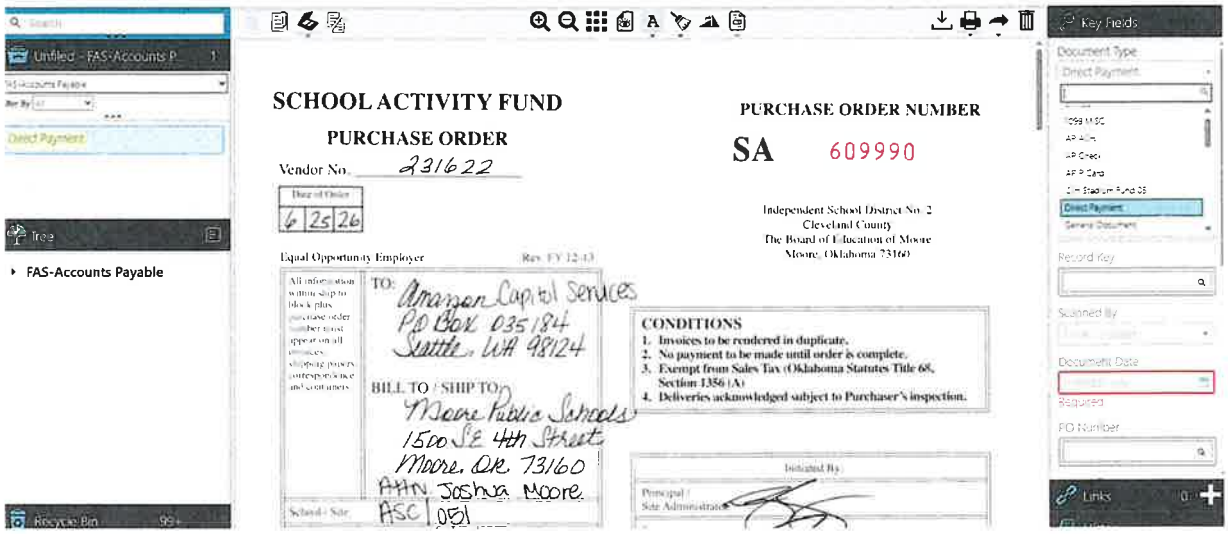
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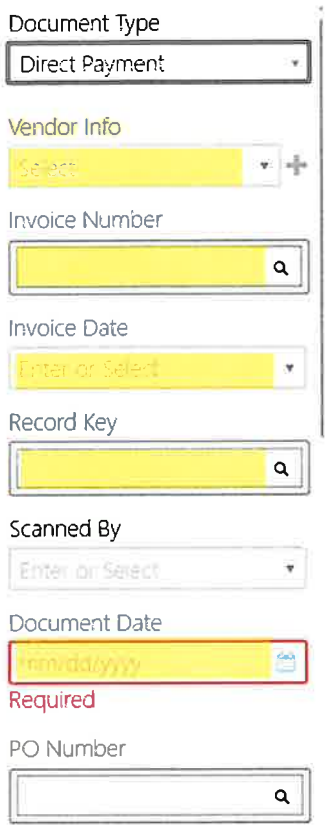
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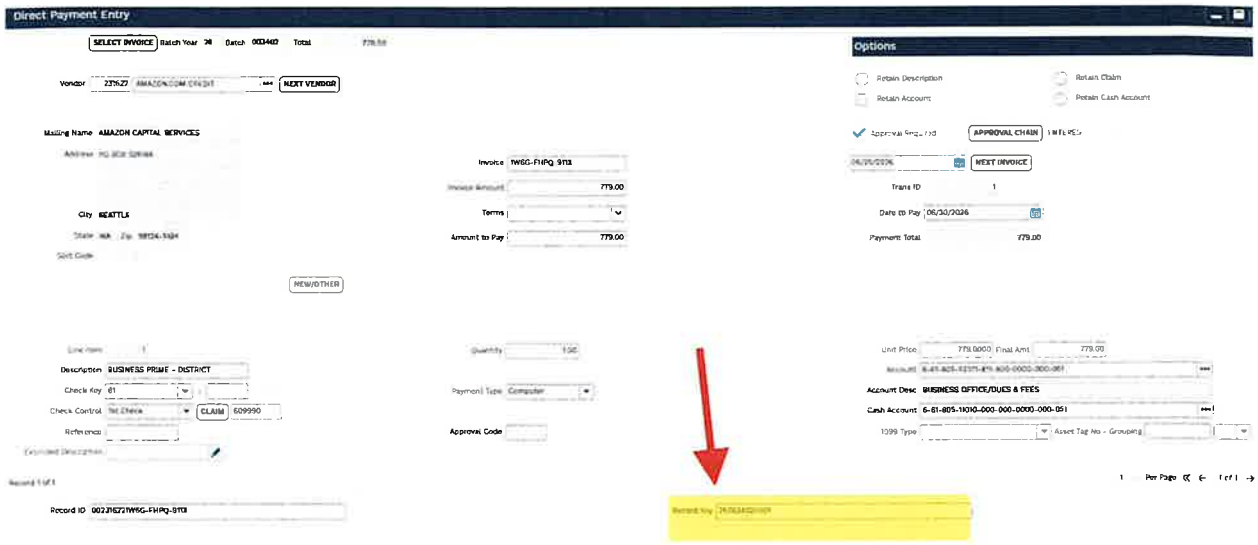
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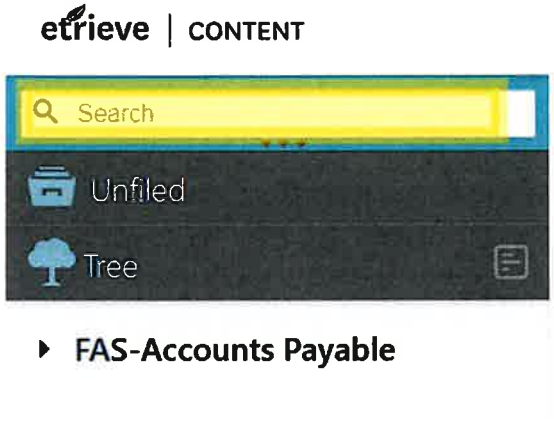
- On the right side of the page Click Document Type.
    - In the Drop Down – Click Direct Payment



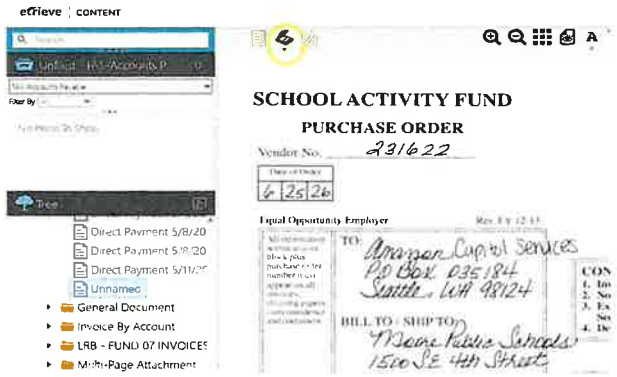
- Info highlighted needs to be filled out with information from Linq.
- The Vendor Info./Name should always begin with "COMMERCE/" if correct vendor number is selected. Example: "COMMERCE / 5 STAR DONUTS"
- Please make sure Invoice Date is in this format: MM/DD/YYYY
- Copy and Paste the Record Key # from Linq.



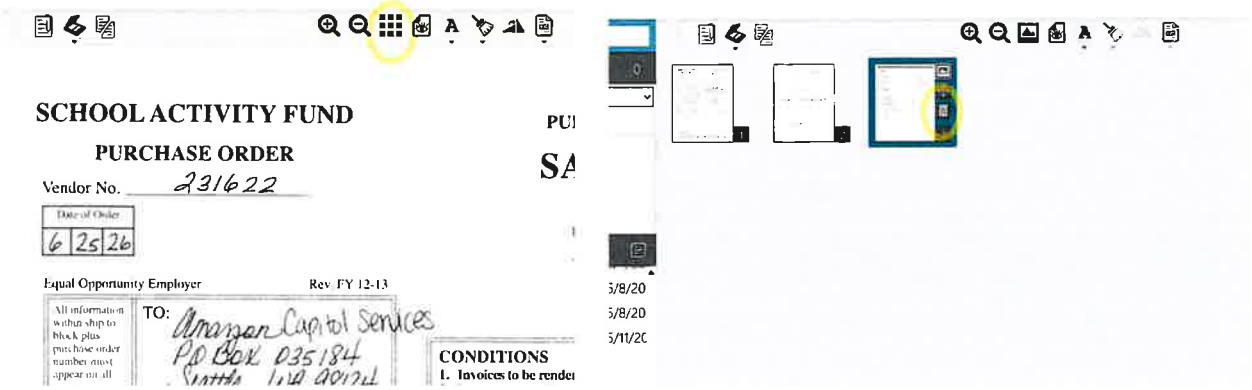
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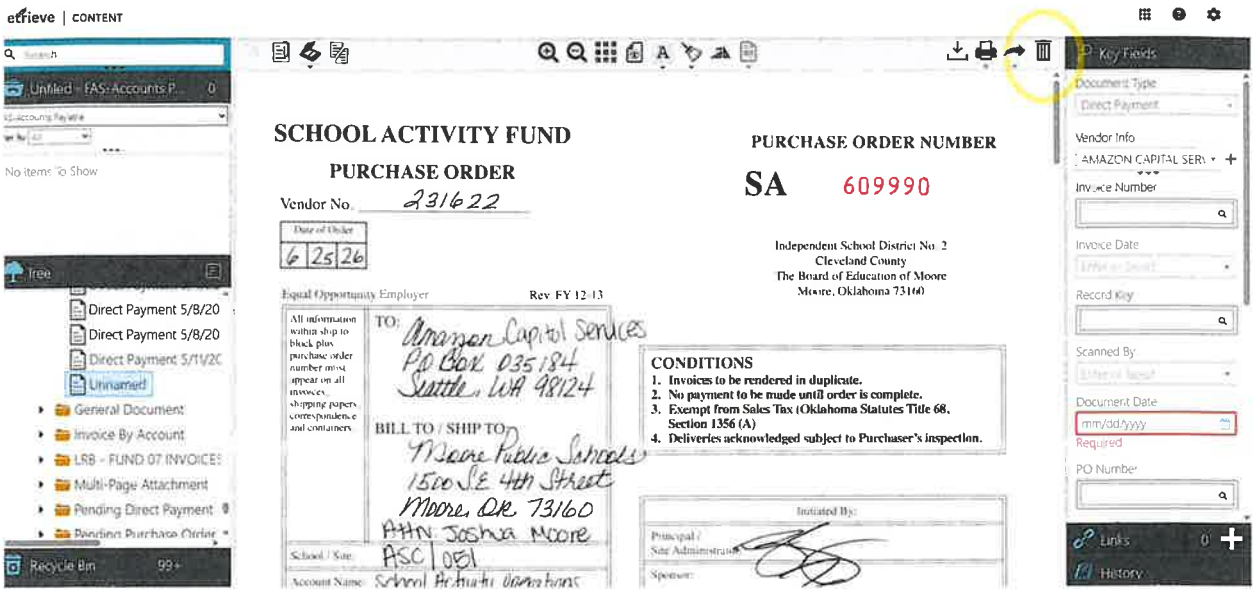
- Search using the invoice number, vendor number, or the Record Key #.
- Once you find the scan you will click on the document to bring it up.
- If you need to scan in an additional doc or rescan a document you will select the scanner icon at the top and it will be added to the back of the pages.



- If you need to delete an individual page from your scanned document/PO you will select the thumbnail icon(nine squares), click the page that you want to delete and select the trash can icon.



- **If you need to delete the entire scan you will select the larger trash icon on the top right of the screen.**


etrieve | CONTENT
Unfiled - FAS-Accounts P... 0
No items to Show
Tree
Direct Payment 5/8/20
Direct Payment 5/8/20
Direct Payment 5/11/20
Unnamed
General Document
Invoice By Account
LRB - FUND 07 INVOICES
Multi-Page Attachment
Pending Direct Payment
Recycle Bin 99+
SCHOOL ACTIVITY FUND
PURCHASE ORDER
Vendor No. 231622
Date of Order 6 25 26
PURCHASE ORDER NUMBER
SA 609990
Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160
Equal Opportunity Employer
Rev FY 12-13
All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers
TO: Amazon Capital Services
PO Box 035184
Seattle, WA 98124
BILL TO / SHIP TO
Moore Public Schools
1500 SE 4th Street
Moore, OK 73160
Attn: Joshua Moore
School / Site ASC 061
Account Name School Activity Operations
CONDITIONS
1. Invoices to be rendered in duplicate.
2. No payment to be made until order is complete.
3. Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)
4. Deliveries acknowledged subject to Purchaser's inspection.
Initiated By:
Principal / Site Administrator
Sponsor:
Key Fields
Document Type
Direct Payment
Vendor Info
AMAZON CAPITAL SERV
Invoice Number
Invoice Date
Record Key
Scanned By
Document Date
mm/dd/yyyy
Required
PO Number
Links 0
History

OCAS CODES

X-61-XXX-XXXXX-XXX-XXX-XXXX-XXX-XXX

YEAR-FUND-PROJECT-FUNCTION-OBJECT-PROGRAM-SUBJECT-JOB-SITE

ITEM:	FUNCTION-OBJECT-PROGRAM:
STUDENT GIFTS(awards, t-shirts, candy, food, etc)	52199-682-900
TEACHERS/STAFF GIFTS	52575-682-900
BASIC OFFICE SUPPLIES	51000-619-150
OPERATION OF BUILDING (main., cleaning, etc)	52620-618-900
COPY PAPER/CARD STOCK/LAMINATOR SHEETS	51000-611-150
PRINCIPALS OFFICE SUPPLIES	52410-619-900
ALL ITEMS TO BE SOLD(FR candy, yearbks, book fair)	53200-670-900
SUPPLIES FOR NURSE	52132-616-900
MEDICAL SUPPLIES/FIRST AID SUPPLIES/HYGIENE	52199-616-900
STUDENT DUES/FEES - NON-INSTRUCTIONAL	52199-811-900
KITCHEN SUPPLIES	52199-617-900
PRINTING	52530-550-900
STUDENT UNIFORMS - NON-INSTRUCTIONAL	52199-657-900
STAFF PAPER PRODUCTS	52575-617-900
STAFF DUES/FEES	52575-811-900
INSTRUCTIONAL AUDIOVISUAL	51000-615-150
TECH RELATED EQUIP	51000-653-150
INSTRUCTIONAL SUPPLIES	51000-681-150
APPLIANCES	51000-651-150
LODGING	52720-515-900
MAGAZINE SUBSCRIPTION	51000-648-150
RENTALS	52199-449-900
REFUNDS	52199-930-900
INSTRUCTIONAL STAFF TRAINING	52213-860-150
TESTING SUPPLIES	52240-614-150
AUDIOVISUAL	51000-652-150
COMMUNITY SERVICES/DONATIONS	53300-881-690

BAND

GENERAL SUPPLIES	51020-619-150-1170
INSTRUCTIONAL SUPPLIES	51020-681-150-1170

BAND AWARDS	51020-681-150-1170
DUES/FEES	51020-811-150-1170
CHOIR	
AUDIOVISUAL SUPPLIES	51030-652-150-1170
COMPUTER EQUIPMENT	51030-653-150-1170
INSTRUCTIONAL SUPPLIES	51030-681-150-1170
DUES/FEES	51030-811-150-1170
LIBRARY	
PAPER PRODUCTS	52220-617-900
GENERAL OFFICE SUPPLIES	52220-619-150
BOOKS	52220-641-150
TECH RELATED SUPPLIES	52220-653-150
STUDENT AWARDS/GIFTS	52220-682-900
STUDENT STORE	
FOOD FOR RESALE	53200-671-900
DRINKS FOR RESALE	53200-672-900
SNACKS FOR RESALE	53200-674-900
SPECIAL EDUCATION	
INSTRUCTIONAL SUPPLIES	51000-681-239
DUES/FEES	52199-811-239
DRAMA	
SCRIPTS	51000-644-150-2800
INSTRUCTIONAL SUPPLIES	51000-681-150-2800
DUES/FEES	51000-811-150-2800
FFA	
INSTRUCTIONAL SUPPLIES	51000-681-311-8000
INSTRUCTIONAL DUES/FEES	51000-811-311-8000

Common Deposit Codes - Secondary

Description of Item	YR	FUND	PROJECT	FUNCTION	OBJECT	PROGRAM	SUBJECT	CLASS	SCHOOL
Admission	X	61	XXX	41910	000	900	0000	000	XXX
Agenda Books	X	61	XXX	41950	000	942	0000	000	XXX
Commission	X	61	XXX	41460	000	935	0000	000	XXX
Donation	X	61	XXX	41970	000	936	0000	000	XXX
Dues/Fees	X	61	XXX	41970	000	937	0000	000	XXX
Field Trips	X	61	XXX	41910	000	900	0000	000	XXX
Fundraiser	X	61	XXX	41950	000	942	0000	000	XXX
Library Fines	X	61	XXX	41990	000	939	0000	000	XXX
Lost Library Books	X	61	XXX	41990	000	945	0000	000	XXX
Reimbursements	X	61	XXX	41990	000	953	0000	000	XXX
Rental of Uniforms	X	61	XXX	41420	000	900	0000	000	XXX
Start-Up Cash	X	61	XXX	45120	000	900	0000	000	XXX
Yearbook	X	61	XXX	41950	000	988	0000	000	XXX
STUDENT STORE									
Candy	X	61	974	41980	000	992	0000	000	XXX
MISC. Food	X	61	974	41980	000	993	0000	000	XXX
Sandwiches	X	61	974	41980	000	941	0000	000	XXX
Soft Drinks	X	61	974	41980	000	991	0000	000	XXX
MISC. Non-Food	X	61	974	41980	000	994	0000	000	XXX
School Supplies	X	61	974	41980	000	948	0000	000	XXX
Cash Over	X	61	974	41980	000	995	0000	000	XXX
Cash Short	X	61	974	41980	000	995	0000	000	XXX

STUDENT STORE - Food Items

Misc. Food Items

beef jerky
chili
chips
choco taco
cookies
crackers
gum
pastries
popcorn
spicy stick
trays

Sandwiches

pizza
pizza pocket
burritos
egg rolls
taco
sausage biscuit

Soft Drinks

School Supplies

agenda books
pencil
misc. school supplies

Deposit Codes

Description of Item	YR	FUND	PROJECT	FUNCTION	OBJECT	PROGRAM	SUBJECT	CLASS	SCHOOL

PAYROLL- STUDENT ACTIVITY

All Before/After Care, Student Store payroll, Camp Classen Directors, and Extra Duty; goes through Payroll. There are certain Vendors that must go through Teacher Retirement. Contact the Payroll Dept. (ext.4227) if you have a question on a vendor you are trying to pay that may go through Teacher Retirement.

Step 1: Payroll PO's

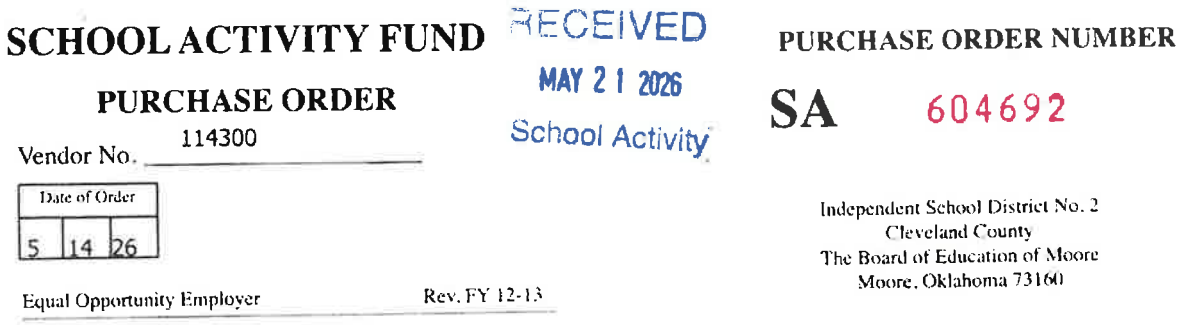
For Elementary schools, you will need to send Julie Nieves/Payroll 12 properly filled out PO's for Before/After Care Payroll when the school year starts. *If you don't have a B/A Care, then ignore this step.

For Secondary schools, you will need to send 20 properly filled out PO's to Julie Nieves/Payroll for Student Store payroll when the school year starts.

Step 2: Fill out Before/After Care Payroll PO

Fill out the Before/After PO that needs to be sent to Julie Nieves/Payroll.

1. Vendor No. 114300
2. Date of Order: The date can be the date you turn it into Payroll.



SCHOOL ACTIVITY FUND

PURCHASE ORDER

Vendor No. 114300

Date of Order		
5	14	26

Equal Opportunity Employer Rev. FY 12-13

RECEIVED
MAY 21 2026
School Activity

PURCHASE ORDER NUMBER

SA 604692

Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160

3. TO: MPS PAYROLL
4. BILL TO/SHIP TO: NAME OF YOUR SCHOOL
5. **MAKE SURE THE PRINCIPAL SIGNS ALL PO'S**

6. SCHOOL SITE: SCHOOL NAME/SITE NUMBER
7. ACCT NAME: BEFORE-AFTER CARE/859
8. DESCRIPTION: BEFORE/AFTER CARE
9. CODE WILL ALWAYS BE: 6-61-859-55200-930-900-0000-000-SCHOOL SITE NUMBER

Equal Opportunity Employer Rev. FY 12-13 Moore, Oklahoma 73160

All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers

TO:

MPS-Payroll

BILL TO / SHIP TO:

Wayland Bonds Elementary
Attn: Financial Secretary
14025 South May Ave
Oklahoma City, OK 73170

School / Site:

Account Name: Wayland Bonds/181 Aftercare/859

CONDITIONS
1. **Invoices to be rendered in duplicate.**
2. **No payment to be made until order is complete.**
3. **Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)**
4. **Deliveries acknowledged subject to Purchaser's inspection.**

Initiated By:

Principal / Site Administrator: B Edwards

Sponsor:

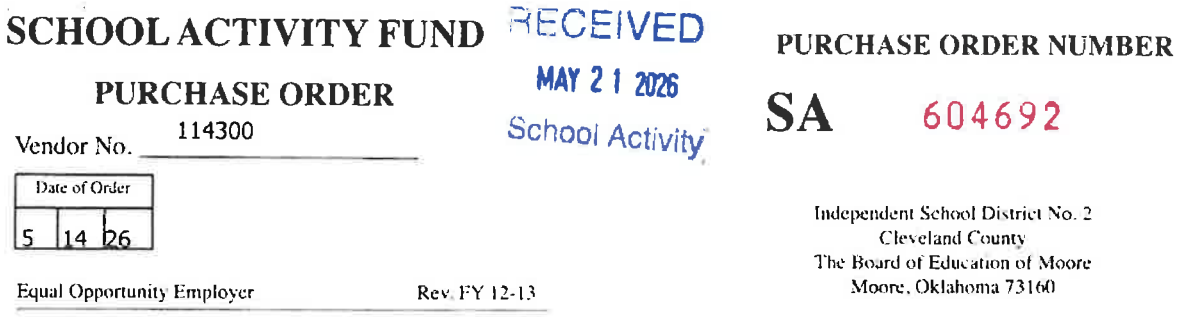
					Account Code								
Invoice No.	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
6/12/26	Payroll for before and aftercare				6	61	859	55200	930	900	0000	000	181

*After you get the Labor Distribution report for the Before/After Care employees, you will send those to Julie Nieves/Payroll and she will calculate the totals.

Step 3: Fill out the Student Store Payroll PO's

Fill out the Student Store PO that needs to be sent to Julie Nieves/Payroll.

1. Vendor No. 114300
2. Date of Order: The date can be the date you turn it into Payroll.



SCHOOL ACTIVITY FUND

PURCHASE ORDER

Vendor No. 114300

Date of Order		
5	14	26

Equal Opportunity Employer Rev. FY 12-13

RECEIVED
MAY 21 2026
School Activity

PURCHASE ORDER NUMBER

SA 604692

Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160

3. TO: MPS PAYROLL
4. BILL TO/SHIP TO: NAME OF YOUR SCHOOL
5. **MAKE SURE THE PRINCIPAL SIGNS ALL PO'S**
6. SCHOOL SITE: SCHOOL NAME/SITE NUMBER
7. ACCT NAME: STUDENT STORE/974
8. DESCRIPTION: PAYROLL FOR STUDENT STORE
9. CODE WILL ALWAYS BE: 6-61-974-55200-930-900-0000-000-SCHOOL SITE NUMBER

Equal Opportunity Employer Rev. FY 12-13

Moore, Oklahoma 73160

All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers.	TO: MPS PAYROLL BILL TO / SHIP TO: SOUTHRIDGE JR HIGH Attn: Financial Office/M. Martinez 14141 S. Pennsylvania Oklahoma City, OK 73170 (405)735-4682 fax (405)793-3254
School / Site:	SOUTHRIDGE JR HIGH
Account Name:	STUDENT STORE

CONDITIONS

1. **Invoices to be rendered in duplicate.**
2. **No payment to be made until order is complete.**
3. **Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)**
4. **Deliveries acknowledged subject to Purchaser's inspection.**

Initiated By:
Principal / Site Administrator:
Sponsor:

					Account Code								
Invoice No.	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
6036779-690 6/15/16	Payroll for student store				6	61	974	55200	930	900	0000	000	690

Step 3: Filling out an example of a Teacher Retirement Vendor

#1 example is of a Camp Classen Director. You MUST have a Time Sheet form attached to the invoice that has the Name of Director, Amount to pay the Director, and the Dates of Event on it.

SCHOOL ACTIVITY FUND

PURCHASE ORDER

Vendor No. 114300

Date of Order		
7	14	25

PURCHASE ORDER NUMBER

SA 604394

Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160

Equal Opportunity Employer — Rev. FY 12-13

All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers.

TO: MPS - PAYROLL
1500 S.E. 4th St.,
Moore, OK 73160

BILL TO / SHIP TO:

SOONER ELEMENTARY
5420 S.E. 89TH STREET
OKLA CITY, OK 73135

School / Site: SOONER / 160

Account Name: ACTIVITY / 839

CONDITIONS
1. **Invoices to be rendered in duplicate.**
2. **No payment to be made until order is complete.**
3. **Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)**
4. **Deliveries acknowledged subject to Purchaser's inspection.**

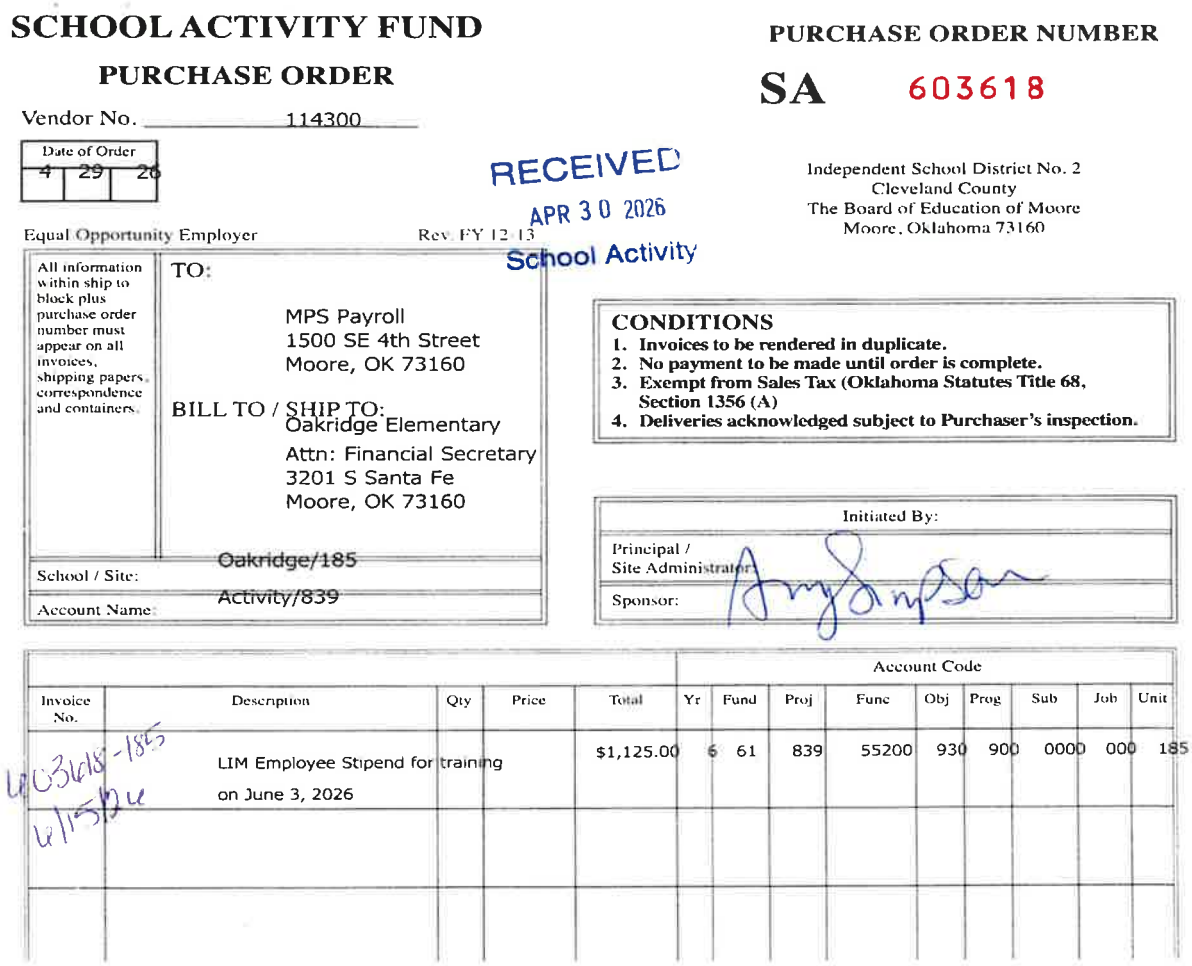
Initiated By:

Principal / Site Administrator: Ccoolahan

Sponsor:

					Account Code								
Invoice No.	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
604394-160 Invoice 11 3 25 11/3/25	Camp Classen Director	1	~~$1,076.5~~ 1076.50 cyelfric ~~$1,076.5~~	$1,076.50	6	61	839	55200	930	900	0000	000	160

#2 example is of a PO to pay multiple teachers for an extra duty assignment. The same Time Sheet form is required for this example.



SCHOOL ACTIVITY FUND

PURCHASE ORDER

PURCHASE ORDER NUMBER

SA 603618

Vendor No. 114300

Date of Order: 4 / 29 / 26

RECEIVED
APR 30 2026
School Activity

Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160

Equal Opportunity Employer Rev. FY 12-13

All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers.

TO:
MPS Payroll
1500 SE 4th Street
Moore, OK 73160

BILL TO / SHIP TO:
Oakridge Elementary
Attn: Financial Secretary
3201 S Santa Fe
Moore, OK 73160

School / Site: Oakridge/185

Account Name: Activity/839

CONDITIONS
1. **Invoices to be rendered in duplicate.**
2. **No payment to be made until order is complete.**
3. **Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)**
4. **Deliveries acknowledged subject to Purchaser's inspection.**

Initiated By:

Principal / Site Administrator: Amy Simpson

Sponsor:

Invoice No.	Description	Qty	Price	Total	Account Code Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
	LIM Employee Stipend for training on June 3, 2026			$1,125.00	6	61	839	55200	930	900	0000	000	185

****link to Time Sheet form****

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://resources.finalsite.net/images/v1694184792/mooreschoolscom/oam7sdflmj43vaitxu96/StandardizeTimeSheet.pdf

Step 4: Payment of the Payroll PO

All Payroll PO's will be sent to Julie Nieves/Payroll through school mail or brought into ASC. She does all the calculations and passes them to Student Activity to pay.

After the check run is done, the processed PO's will be sent back, so you have them for your records. That is the time you will know how much was paid on that PO.

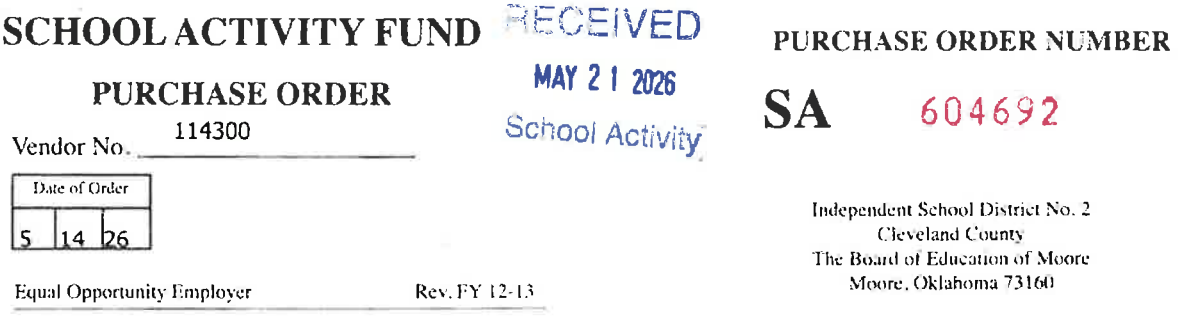
TRANSPORTATION

Whenever you get a trip request from a sponsor/teacher, or have to turn in a Schedule Activity form to Transportation for a field trip...this is what to do for the Student Activity side to get that Transportation PO paid for.

Step 1: Transportation PO

Fill out the PO that needs to be sent in to Student Activity.

1. Vendor No. 114300 – same for all transportation PO's
2. Date of Order: The date can be the date you turned in the Schedule Activity form, because you may not know exactly when the trip will be taken and paid for.



SCHOOL ACTIVITY FUND

PURCHASE ORDER

Vendor No. 114300

Date of Order		
5	14	26

Equal Opportunity Employer Rev. FY 12-13

RECEIVED
MAY 21 2026
School Activity

PURCHASE ORDER NUMBER

SA 604692

Independent School District No. 2
Cleveland County
The Board of Education of Moore
Moore, Oklahoma 73160

3. TO: MPS TRANSPORTATION
4. BILL TO/SHIP TO: NAME OF YOUR SCHOOL
5. **MAKE SURE THE PRINCIPAL SIGNS ANY PO'S**
6. SCHOOL SITE: SCHOOL NAME/SITE NUMBER
7. ACCT NAME: SCHOOL ACTIVITY/839
8. DESCRIPTION IS THE PLACE OF THE FIELD TRIP—IF YOU DON'T KNOW WHERE THEY ARE GOING THEN PUT THE GRADE GOING ON THE FIELD TRIP.
9. CODE WILL ALWAYS BE: 6-61-839-55200-930-900-0000-000-your school site number

Equal Opportunity Employer Rev. FY 12-13 Moore, Oklahoma 73160

All information within ship to block plus purchase order number must appear on all invoices, shipping papers, correspondence and containers.	TO: MPS - TRANSPORTATION BILL TO / SHIP TO: FISHER ELEMENTARY ATTN: FINANCE OFFICE 11800 SOUTHWOOD DR OKC, OK 73170 405-735-4180 FAX 405-913-7080
School / Site:	FISHER - 155
Account Name:	ACTIVITY - 839

CONDITIONS
1. **Invoices to be rendered in duplicate.**
2. **No payment to be made until order is complete.**
3. **Exempt from Sales Tax (Oklahoma Statutes Title 68, Section 1356 (A)**
4. **Deliveries acknowledged subject to Purchaser's inspection.**

Initiated By:	
Principal / Site Administrator:	Tammy Robinson
Sponsor:	

					Account Code								
Invoice No.	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
10/24/25-155 10/24/25	RETURN FROM CAMP CLASSEN DAVIS OK				6	61	839	55200	930	900	0000	000	155
	10/24/2025 REGULAR & BAND BUS												

Step 2: Schedule Activity form

On the Schedule Activity form in the Moore Schools Activity Tracker:
Make sure the "TYPE OF FUND" says Activity on the Activity Tracker. You must have a PO number on the Schedule Activity form when you turn it in.
Have a PO set aside, and filled out, before you do the trip request.

Tiffany Reynolds logged in

Moore Public Schools Activity Tracker

Schedule Activity

The following information has been sent for approval. You may print this page for your records.

Sponsor:	K. Kidd, S. Wilson, S. Hughes, A. Cook
Sponsor Phone:	4057354120
School/Department:	Broadmoore Elementary
Type of Request:	Activity
Activity:	Regency Park Baptist Church
Destination:	2001 N Janeway Ave, Moore, OK 73160
Vehicle Type:	Bus
Date Needed:	5/14/2026
Date Return:	5/14/2026
Number of Riders:	86
Number of Wheelchairs:	0
Time Needed:	9:15:00 AM
Time of Departure:	9:30:00 AM
Time of Return:	3:00:00 PM
Location to Board:	Front Circle Drive
Trip Comments:	Only one bus needed, will provide driver.
Transportation to provide driver:	NO
If NO, Name of Driver(s):	Chad Wilson
Transportation to provide special needs assistant:	NA
If NO, Name of Assistant(s):	
Type of Fund:	Activity
Account Number:	839
Activity Fund P.O. Num:	609714

Step 3: Pay Transportation PO

Send the Transportation PO to Student Activity. The PO will be put into a log to show which PO's we have received. It will be held there until it's ready to be paid. If you have a question about the ones we have received, and the ones we haven't received, please call.

Once you have completed the Field Trip, and turned in your paperwork to transportation, then Rhonda Newmark gets a report of what trips to pay for. When Rhonda is done with her report, the PO's get processed on the next available check run.

After the check run is done, the processed PO's will be sent back, so you have them for your records. That is the time you will know how much the PO was. Transportation has their own way of calculating the amount per driver. We only know the dollar amount of the PO's when Rhonda is done with her report.

My Payments Plus Instructions Secondary

Step 1: Submit Fundraiser Request Form

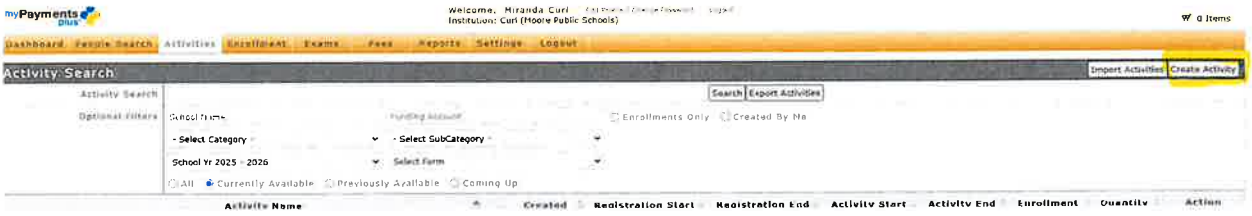
Must receive approved fundraiser request form before creating a My Payments Plus Activity Request

Step 2: Create Activity in My Payments Plus

From home page of My Payments Plus click the Activities Tab.



Click Create Activity



Fill in Activity Name and Description fields.

Select the category and sub-category that best fit your fundraiser description.

Move School Site and applicable grades from the Available field to the Selected Field.



You move over the School Site and applicable grades by highlighting them on the available side, select the > button to move the highlighted selections to the selected side.

Fill in the start and end dates in the registration and activity date fields.

Complete Price Section by Entering the name of the item being sold or the fee being collected, putting in the price and selecting a code from the account code drop down. (If correct code is not in the drop down please email Josh Moore to enter correct code.)

DO NOT change anything in the funding account section



Rate Plan section will be set at default.

Fill in the Contact name, phone and email information for the primary contact for the fundraiser.

In the Advanced Settings (Optional) section click the plus buttons on each tab to show additional fields.

In Availability click your site in the location drop down.

In Payment Options select either Fixed or Variable in the payment model drop down depending on what type of payments will be accepted for each fundraiser. Select Allow Recurring Payments in the option field.

In Email Notifications type in all emails for individuals that need to receive payment information for the fundraiser. **If entering multiple emails you will separate with a comma.**

In Roster Email Schedule select from the drop down daily or weekly. This will determine how often the individuals receive notifications of payments made.

Select Upon Enrollment in notification Options.

When all fields are completed select Save on the bottom of the page.

After you hit save there should be a green bar that appears at the top that says it has been saved successfully.

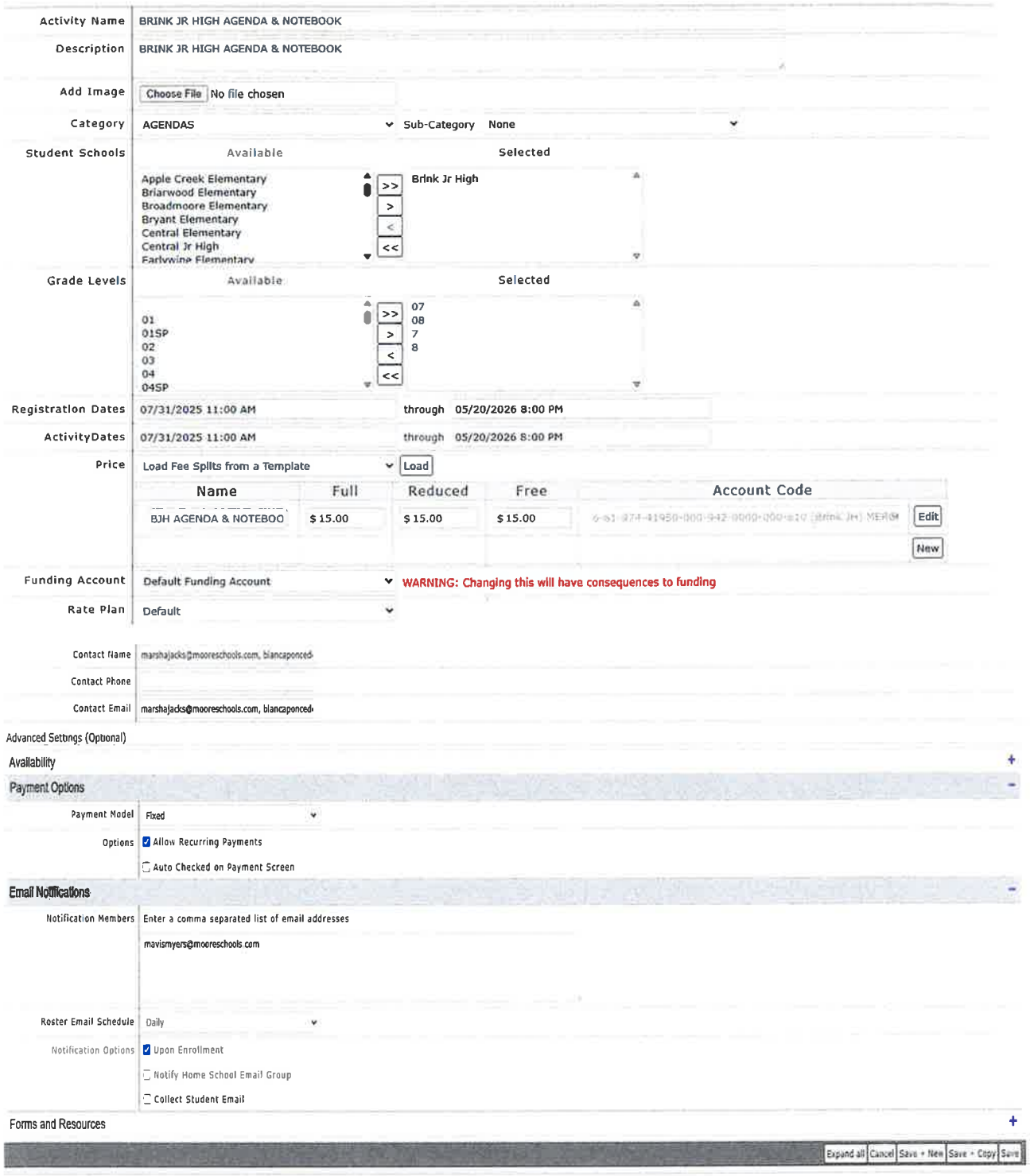


Common Mistakes:

Incorrect codes selected. (Ie. Wrong Site, or Project). This leads to all money being deposited to the incorrect location.

Dates incorrect. (Ie. Wrong year or wrong start and end dates). This will make the activity not available when people attempt to look for the activity.

Incorrect Grades Selected. This will also not make the activity visible to the correct people.


Activity Name
BRINK JR HIGH AGENDA & NOTEBOOK
Description
BRINK JR HIGH AGENDA & NOTEBOOK
Add Image
Choose File
No file chosen
Category
AGENDAS
Sub-Category
None
Student Schools
Available
Selected
Apple Creek Elementary
Briarwood Elementary
Broadmoore Elementary
Bryant Elementary
Central Elementary
Central Jr High
Brink Jr High
Grade Levels
Available
Selected
01
01SP
02
03
04
04SP
07
08
7
8
Registration Dates
07/31/2025 11:00 AM
through
05/20/2026 8:00 PM
ActivityDates
07/31/2025 11:00 AM
through
05/20/2026 8:00 PM
Price
Load Fee Splits from a Template
Load
Name
Full
Reduced
Free
Account Code
BJH AGENDA & NOTEBOO
$ 15.00
$ 15.00
$ 15.00
Edit
New
Funding Account
Default Funding Account
WARNING: Changing this will have consequences to funding
Rate Plan
Default
Contact Name
marshajacks@mooreschools.com, blancaponced
Contact Phone
Contact Email
marshajacks@mooreschools.com, blancaponced
Advanced Settings (Optional)
Availability
Payment Options
Payment Model
Fixed
Options
Allow Recurring Payments
Auto Checked on Payment Screen
Email Notifications
Notification Members
Enter a comma separated list of email addresses
mavismyers@mooreschools.com
Roster Email Schedule
Daily
Notification Options
Upon Enrollment
Notify Home School Email Group
Collect Student Email
Forms and Resources
Expand all
Cancel
Save + New
Save + Copy
Save

School Activity Transfer Form

Transfer Form is used when you need to Transfer funds from one project account to another. Also, when you need to Transfer funds from one School or Department to another School or Department.

All transfer over $5,000.00 MUST BE board approved.

Must have required signatures before sending to SA Department.

SCHOOL ACTIVITY TRANSFER

Transfer Example Secondary

Date Submitted ~~today's date~~

School School Name/Site# HWJH - #655

Transfer from: Stuco (account name) **Proj.#** 973 **Amount $** 00.00

Transfer to: SRJH - #690 Stuco (account name) **Proj.#** 973 **Amount $** 00.00

Explanation for transfer:

Reimburse SRJH for bowling trip in April

Sponsor _____ (signature) **Administrator/Principal** _____ (signature)

All transfers over $5,000.00 must be board approved. **Board Approval** _____ *Date*

School Activity Office _____ **Date Completed** _____

FUNDRAISER RECONCILIATIONS

When a fundraiser concludes, a reconciliation must be completed to ensure that all funds received and receipted have been accurately deposited into the fundraiser's account.

Step 1: Get all paperwork together

Here is a list of all paperwork needed for a reconciliation:

A. Fundraiser reconciliation form completed with ALL required signatures at the bottom of the form.
B. The white copy of the Financial Secretary receipts.
C. You must also include one of the five following options to show how money was received:
    1. The yellow copies of the school activity fund receipts. (student/parent receipts) *see example below Step 4
    2. A $10 or Less sheet. – Please make sure totals match to the individual lines. Please have original signatures at the bottom. If there are any discrepancies, please make notes. *See example below Step 4
    3. Inventory sheet for concession items. (i.e. Water, candy, snacks at an event) *See example below Step 4
    4. Ticket Sales form *See example below Step 4
    5. Register receipts used for Scholastic Book Fairs. You only need to reconcile the cash and change totals for Book Fair money deposited.

**Appropriate receipt options should be used in accordance with the specific fundraiser being conducted.

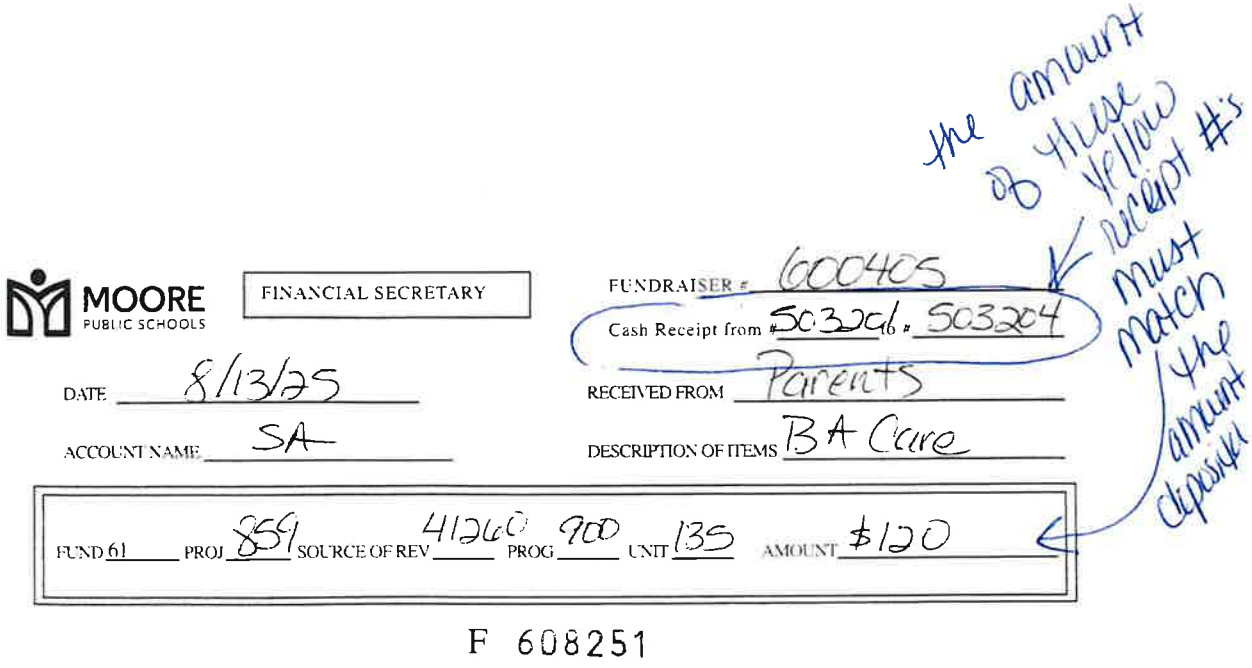
* https://www.mooreschools.com/departments/finance/school-activity*
link to find all reconciliation forms

D. Copy of Fundraiser
E. Copy of any Invoices that were used to purchase anything for Fundraiser.

Step 2: Match the money received to the money deposited.

Please make sure the money collected documentation (options from 1.C.) matches what was recorded on the white Financial Secretary receipts.

If you chose Option#1 then you will write on the "Cash Receipt From and To" line of the (white) Financial Secretary receipt- what (yellow) sponsor receipts add up to the amount of the (white) FS receipt that was deposited.



Step 3: Fundraiser Reconciliation Envelope

Once you have filled out the Fundraiser Reconciliation form, gotten all receipts together for the money received/deposited; place all of that in a 9x12 envelope and adhere the reconciliation label on the front of the envelope.

School Name _____

Name of Club _____

Sponsor Name _____

Fundraiser # _____

Project# _____

Item Sold
(example: t-shirt/dues/candy) _____

Copy of Invoice
(Only if items are purchased) _____

Adhere to the Outside of 9x12 manilla Env.

Step 4: Fundraiser Reconciliation Turn-In

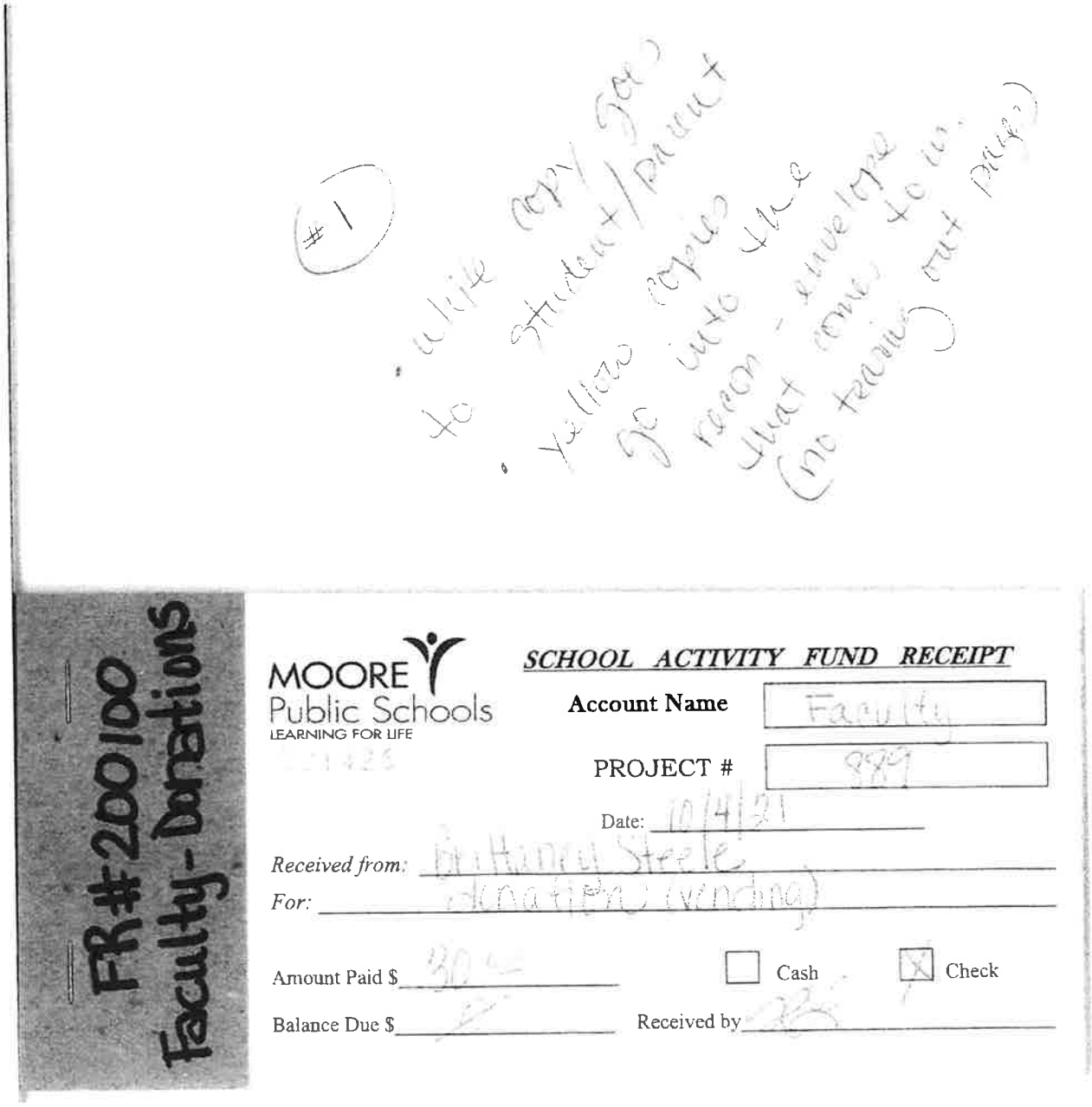
After your envelope is complete, please send to Student Activity through school mail, or drop off to Student Activity office at ASC.

If there are any issues with the fundraiser reconciliation, or missing signatures, it will be sent back to the school to get fixed.

If something needs to be explained for use to understand what is going on with the amounts, then leave a note. Otherwise, it will be sent back for clarification.

**Step 1.C

Option #1 Sponsor/Teacher (yellow) receipt



#1
• white copy to student/parent
• yellow copy to turn in with receipt - envelope must come to us. (no teacher cut pay)

FR#20100 Faculty-Donations

MOORE Public Schools
LEARNING FOR LIFE

SCHOOL ACTIVITY FUND RECEIPT

Account Name: Faculty

PROJECT #: 9899

Date: 10/4/21

Received from: Brittney Steele

For: donation (vending)

Amount Paid $ 30.00 ☐ Cash ☒ Check

Balance Due $ 0 Received by

**Step 1.C

Option #2 $10 or less Sheet

SCHOOL ACTIVITY FUND
MONEY COLLECTED $10.00 OR LESS

School Name_____ **Project #**_____
Item sold_____

Financial Secretary Cash Receipt #_____ **Date** _____

Date Received	Student Name	Amount

TOTAL AMOUNT COLLECTED $_____

Teacher/sponsor signature_____

**Step 1.C

Option #3 Inventory Sheets (Single Item Weekly)

School Activity
Inventory Sheet
(Single Item Weekly)

#3 option

School	Account Name	Proj. #	Site

Fundraiser #_____
Item Sold _____

Financial Sec. Receipt #	Date of Deposit	Price Each	Beginning Count	(+) Quantity Purchased	(-) Qty. of Credits	Quantity Sold	Ending Count
Week Totals	.....	.....	.....	.....	.....	.....	.....

Explanation of Credits: _____

	PO #	Amount
Purchases:	_____	_____

Teacher/Sponsor Signature _____

(Multiple Items)

School Activity
Inventory Sheet
(Multiple Items)

#3 option

School	Account Name	Proj. #	Site

Fundraiser #_____
Items Sold _____

Items	Price each	Beginning Count	(+) Quantity Purchased	(-) Qty. of Credits	Quantity Sold	Ending Count

Explanation of Credits: _____

	PO #	Amount
Purchases:	_____	_____

Financial Sec. Receipt #	Date of Deposit	Teacher/Sponsor Signature
_____	_____	_____

**Step 1.C

Option #4 Ticket Sales

School Activity
Ticket Sales

Fundraiser # _____

Date _____

Last ticket # sold _____

First ticket # sold - _____

Total # tickets sold _____

Ticket price x _____

Total sales = _____

Signature _____

#4

*extra for dances, etc.

School Activity
Ticket Sales

Fundraiser # _____

Date _____

Last ticket # sold _____

First ticket # sold - _____

Total # tickets sold _____

Ticket price x _____

Total sales = _____

Signature _____

** Step 1.C

Option #5 Book Fair Register Receipt

[redacted] VILLAGE OAKS ELEMENTARY SCH

Financial Summary

[redacted] 2025 at 3:40 PM

[redacted] ID 5870010

[redacted] 001 thru 001

[redacted] this register only

REGISTER TOTALS 11/04/25

Scholastic Dollars

[redacted] Scholastic Dollars Redeemed	0.00
Tax Exempt Scholastic Dollar Sales	0.00
Taxable Scholastic Dollar Sales	0.00
Tax Collected on Scholastic Dollars	0.00
Cash Equivalent (Redeemed x 50%)	**0.00**

Tender Totals

Tender	Qty	Amt
Cash and Check	25	273.42
Credit Card	52	1,695.71
(Includes Wallet & Gift Card Campaigns)		
Purchase Order	0	0.00
Scholastic Dollars	0	0.00
(Cash Equivalent)		
Total	77	1,969.13
(Includes Unredeemed Totals)		

Gross Sales

Tax Exempt Sales	0.00
Taxable Sales	1,969.13
Gross Sales Total	**1,969.13**
(Excludes Unredeemed Totals)	
[redacted]	154.29
[redacted]	1,811.98

Net Sales

Discount	(0.00)
Gift Certificates Purchased	0.00
Gift Certificates Redeemed	0.00
(Included in Gross)	
Gift Certificates Unredeemed	0.00
Share the Fair Funds Collected	0.00
Share the Fair Funds Redeemed	0.00
(Included in Gross)	

#5 Option:
Only used for Book Fairs. You only need to look @ the Cash/Change/Check totals.

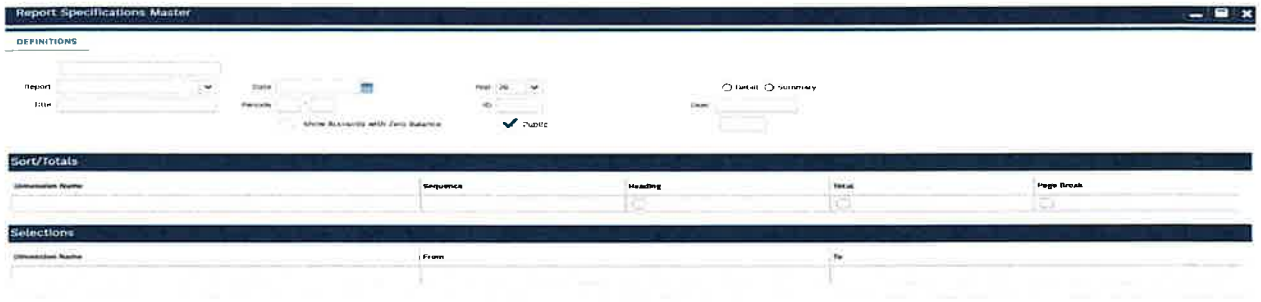
REPORTS- General Ledger

You will need to run reports regularly to reconcile your balances/ledgers for each account. This will help you make sure everything you have coming in (receipts), and going out (invoices), matches what we have in your account. It is also helpful to catch errors quickly.

Step 1: Getting to Correct Reports Page

Click on the three lines on the top left and choose Modules then choose

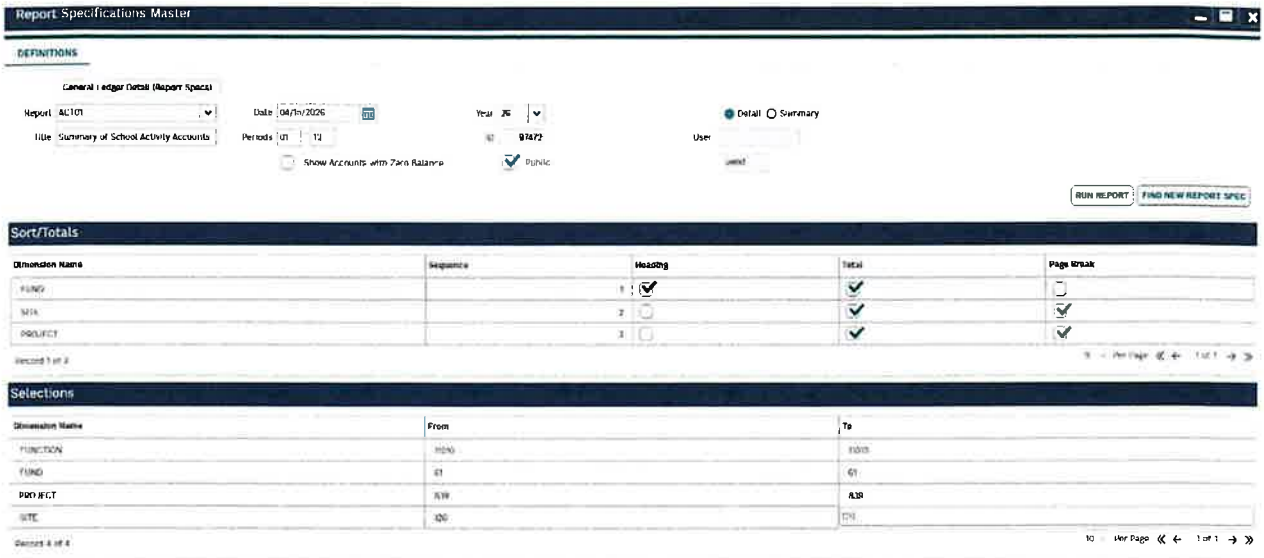
FAS/FAS Reports/Balance Sheets Reports/General Ledger Detail (Report Specs)



Step 2: Fill in the information to retrieve the correct report

Report: ACT01 *from the drop-down menu –select, then hit "OK"
Click "USE THIS REPORT SPEC" button on the right.
"SELECTIONS" Section
You will need to fill in the following slots:
*only change the slots listed below. Don't change any of the other information.

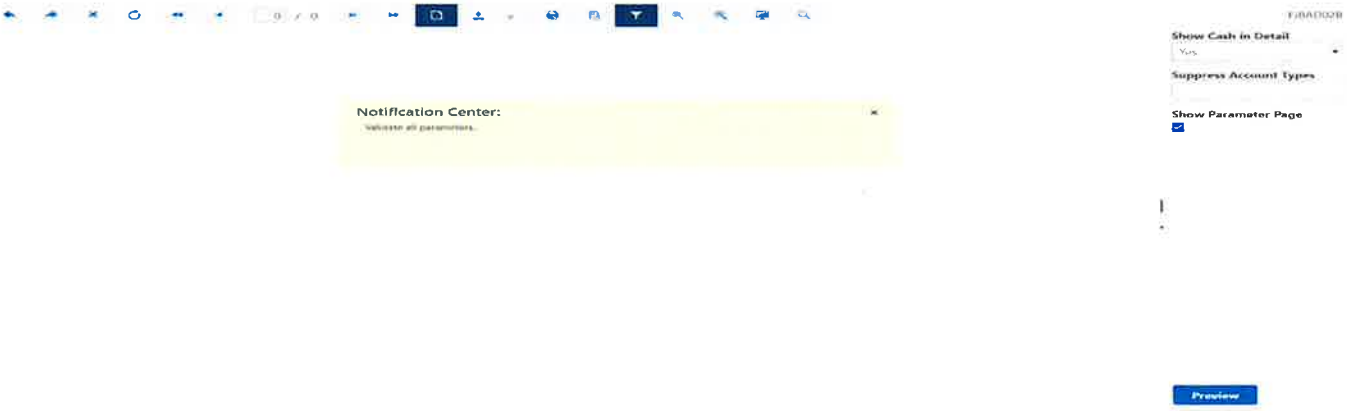
Project: Acct number you are wanting to run the report for. Make sure to change both the "From" and "To" sides to be able to pull one account, make them both the same number.
Site: your site code number
Click "RUN REPORT"



**If you think your account has a Zero Balance, click on the "Show Accounts With Zero Balance" button. This will show the transactions of accounts with a zero balance.

Step 3: Reconciling the Report

Another window will pop up and you will need to hit the "Preview" button at the bottom, right-hand side of the new window.



You can print the report, or just visually, go through the report and reconcile your personal ledger to what is reported. Do this for each account.

*If you do this on a regular basis it keeps from having issues later in the year.

DEPOSIT EDIT LIST

Step 1: Running an edit

After you have entered all your deposits into your batch, you will need to print an edit list of the Batch for Student Activity to check. The cover sheet, edit list, and supporting Student Store documents will then need to be brought into Student Activity on the date due in SA Office.

Step 2: Steps for printing an edit

Modules/FAS/Processing/Cash Receipt Processing/Print Cash Receipt Edit List

This process will bring up a separate window. You will need to fill in the highlighted sections and click Preview to get the edit list to come up.



Step 3: Print edit

You will need to print the edit from the action bar directly above your edit list.



Do a quick look over the edit and make sure all the money you deposited for the current check run is on the edit you printed for the batch.

Step 4: Turn in Edit list

Bring Payment Edit to the Student Activity office on the date it is due in Student Activity. It will be checked by Student Activity. If there are any changes that need to be made, we will reach out to you and have them changed before we are able to complete the deposit of that batch.

PAYMENT EDIT

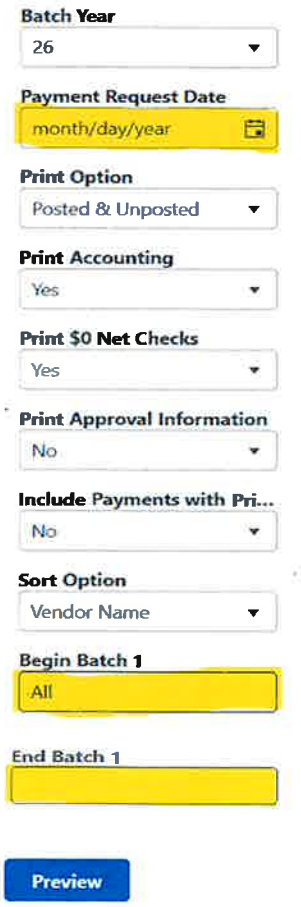
Step 1: Running an edit

After you have entered all your PO's into your batch, to be paid on each check run, you will need to print an edit list of the batch for Student Activity to check. The cover sheet and edit list will then need to be brought into Student Activity on the date due in SA Office.

Step 2: Steps for printing an edit

Modules/FAS/Processing/Payment Processing/Payment Edit List

This process will bring up a separate window. You will need to fill in the highlighted sections and click Preview to get the edit list to come up.



Step 3: Print edit

You will need to print the edit from the action bar directly above your edit list.



Do a quick look over the edit and make sure all the PO's you intended to be in that batch are printed on the edit list.

Step 4: Turn in Edit list

Bring Payment Edit to the Student Activity office on the date it is due in Student Activity. It will be checked by Student Activity. If there are any changes that need to be made, we will reach out to you and have them changed before we are able to complete the payment of that batch.

INSTRUCTIONS FOR
SCHOOL ACTIVITY FUND CHECK OUT

When preparing your check out documents for the end of the year:

1. Please include a copy of the **Balance Sheet Detail Report** for each project number. Elementary – for all projects (839, 843, & 859), Secondary – for ALL projects associated with your site. (This report must be attached to your check out sheets.)
   See **Reports** section of manual for instructions on printing this report.

2. **Check out sheets** **are set up for you to type the amounts in each section and it will automatically calculate for you.** Use the ending balance and date shown on your Balance Sheet Detail Report. **You will not need to attach an adding machine tape.** Check out sheets must be signed by the **Sponsor and the Principal** **(PHYSICAL signatures are required no stamps or names typed in).** If the account does not have a sponsor, the Principal must sign as the sponsor.

School Name _____

Account Name _____ **Project Number** _____

1) Enter Deposits that are not shown on the **"Balance Sheet Detail Report"**

Date of Deposit	Fin. Sec. Rec. #	Amt of Dep.
	Total	$0.00

2) Enter Purchase Orders below that are not shown on the **"Balance Sheet Detail Report"**

Vendor Name	PO Number	Amt. Of PO
	Total	$0.00

Comments _____

_____

_____

_____

_____

3) Enter Purchase Orders below that are Outstanding(Holding for Invoice)

Vendor Name	PO Number	Amt. Of PO
	Total	$0.00

		Report Date	Ending Balance
Ending balance shown on the **"Balance Sheet Detail Report"**			$0.00
1) ADD Deposits not credited to the **"Balance Sheet Detail Report"**	(+)		$0.00
2) SUBTRACT PO's not shown on **"Balance Sheet Detail Report"**	(-)		$0.00
		SUBTOTAL	$0.00
3) SUBTRACT PO's Outstanding(holding for invoice)	(-)		$0.00
Total			$0.00

This account is in balance and all reconciliation sheets have been turned in.

(Sponsor Signature)

Reviewed by Financial Secretary _____ Principal _____

3. **Ledger sheet** (that you have kept throughout the year) for each account showing it balances to your check out sheet. **The total on the checkout sheet must be the same as your ledger sheet.** Section 3 on your check out sheet is for purchase orders for invoices you have not received from the vendor. These must be left with the SA Department over the summer. Enter the **estimated** amount of the invoice and enter that amount on your ledger sheet.

4. File in order by project number. (Secondary)

5. Inactive accounts must have a file and a check out sheet. (Secondary)

6. **Financial Secretary Receipt books** (3 on a page) - yellow copy of deposit receipts written for school year are to be **stored on your site** with other purchase orders and deposit copies for 5 years.

7. **List** of receipt book numbers checked out to teacher/sponsor. ***(Receipt books are to be included with fundraiser reconciliations.)***

8. ***ALL FUNDRAISER RECONCILIATIONS MUST BE TURNED IN BEFORE YOUR CHECK-OUT DATE.***
9. COMMERCE sign in/sign out sheets must be turned in with check out. They must have physical signatures – no typed names.

- Josh will send an email closer to check out time with all of this information and the forms that you can edit at the end of each year.