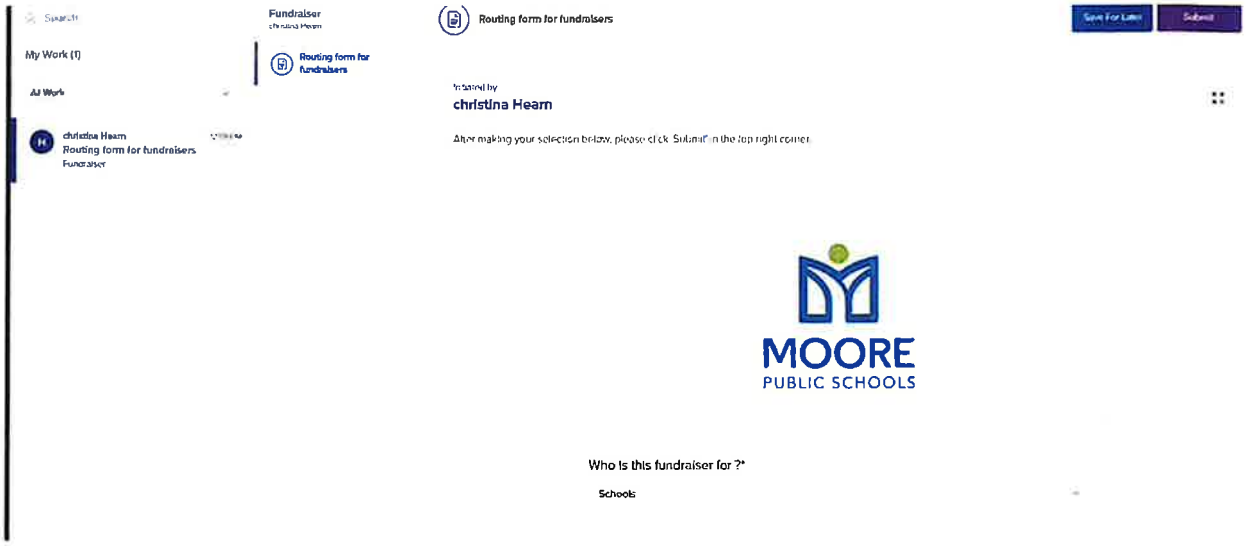
Fundraisers

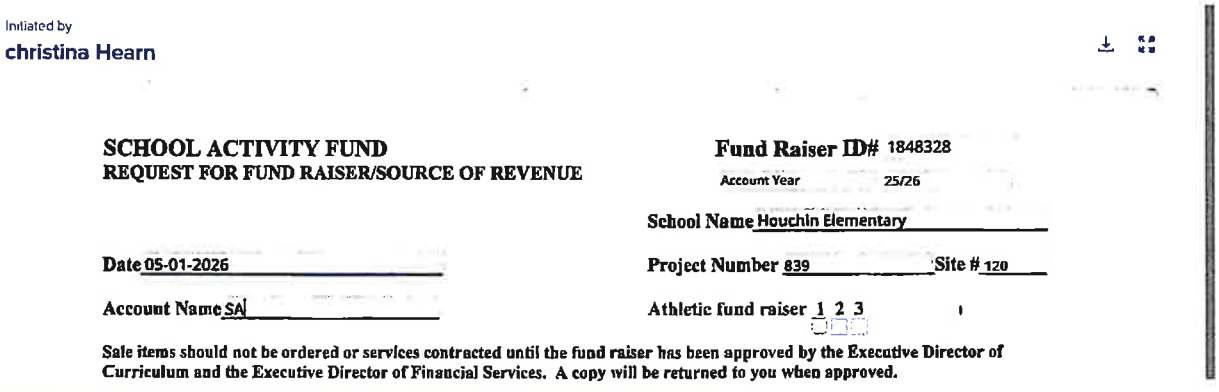
Step 1: Use the emailed Fundraiser Link

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-Estimate 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:** (Vendor) **Estimated Amount: $** **School Pictures Scheduled Date:** / /	

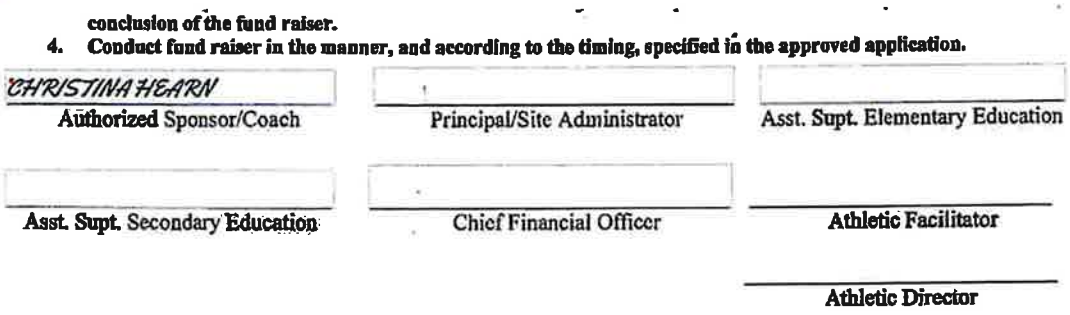
For our purposes, a fund raiser is defined to include any "project" that involves the collection of money, regardless of profit motive. (Some

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 (Vendor) **Estimated Amount: $** 500.00 **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.

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 form. (See Step 4)
- The amounts are incorrect.

Cash Deposits

Fill out Deposit sheet completely (Same for SA and Moore Love)
DATE/SCHOOL/BAG#

FR#	RECEIPT#	REC. DATE	RECEIVED FROM	ACCOUNT NAME	DESCRIPTOPN OF ITEM	YR	FUND	PROJ	SOURCE OF REVENUE	OBJ	PROG	SUB	JOB	SITE	AMOUNT
1884062	G 710700	7/15/2026	PARENTS	STUDENT ACTIVITY	SPIRIT DAYS	7	61	839	41950	000	000	942	0000	103	50.00

Make sure the "total deposited" matches 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															$ -

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 $ -

MOORE LOVE OCAS CODE: 7-61-867-41970-000-936-0000-000-051

(Do Not use your school site code) Only number you will change is when a new year rolls around .

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/Coin/Checks

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 / 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:

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 / Moneda-Limite $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.

Use la información requerida utilizando un bolígrafo. Remueva el talonario separable y guarda 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

MARLAND CLARKE No Corte Por Aqui Para Abrir TranSource Do Not Cut Here To Open MARLAND CLARKE

HOLD BAG

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

If the Hold Bag is picked up from the bank and counted, fill in the date deposited on the Hold Bag Form and send it back with the deposit.

The Hold Bag form should be in the bag at all times.

HOLD BAG

Date hold bag taken/sent to bank_____

Bag#_____ Money counted___ Money not counted___
(put an X in the one that applies)

check one_____ Courier
_____ Night Deposit
_____ Drive Thru

Acct Name_____ Proj #_____ Teacher/signature_____
Sponsor

Date hold bag picked up from bank _____

Date Deposited _____

Fin Sec Sign_____ Problem_____

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): 131622

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
[illegible]	all	All	All	$ 800.00	E

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

REQUISITIONER: [signature]

APPROVER: [signature]

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 as 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 3216.22

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 heavy lines to be filled in by purchaser; vendor supplies price and signature on all invoices, shipping papers, packing slips, bills of lading and correspondence.

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 No: ASC | 021
Account Name: School Activity Accounts

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.

Issued By
Principal
Site Administrator
Sponsor:

Account Code

Invoice	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Proj	Sub	Act	Loc
1066 - FHPQ-911	Business Prime - District			779.00	6	61	105	52511	811	900	0000	0000	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)*

---

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

Bill To
Moore Public Schools
1500 SE 4th St
Moore OK 73160

Order Information

Ordered By Moore Public Schools
PO # 305057

Remit To
Account Name Amazon Capital Services, Inc.
Bank Name Wells Fargo Bank
ACH Routing # (ABA) 121000248
Bank Account # (DDA) 4183041052421 5301
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.

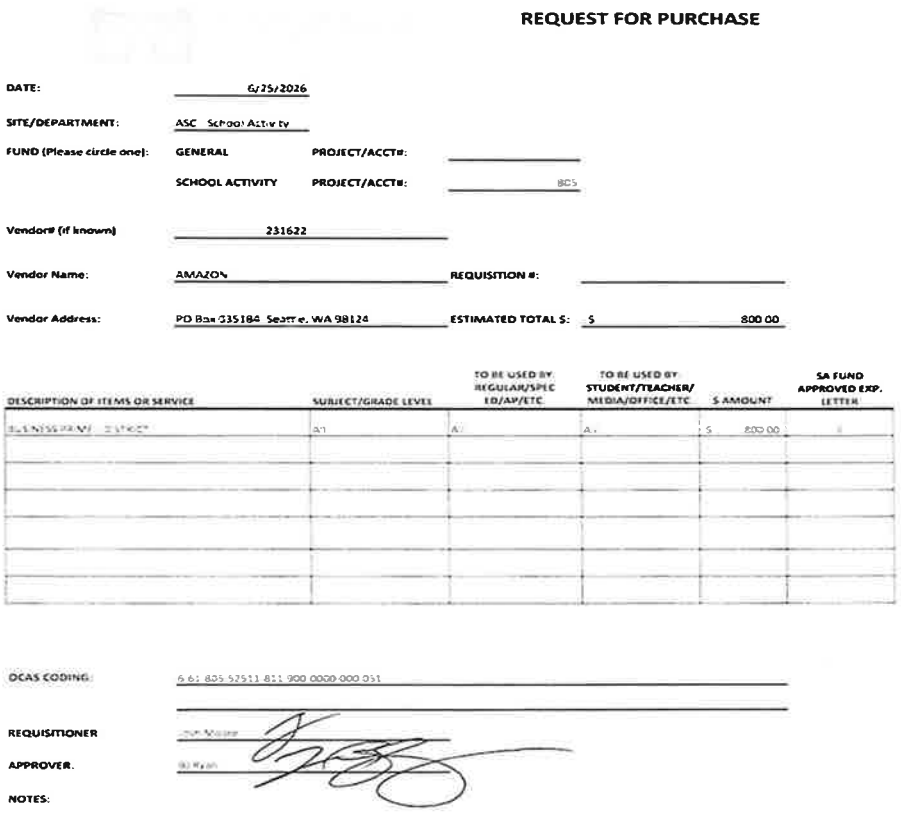
Secondary Schools will key in their Purchase Order in Linq. (See PO Keying Section for instructions.)

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 CARD	all	All	All	$ 800.00	8

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

REQUISITIONER

APPROVER

NOTES:

Request for Purchase must be completed prior to purchase order completion

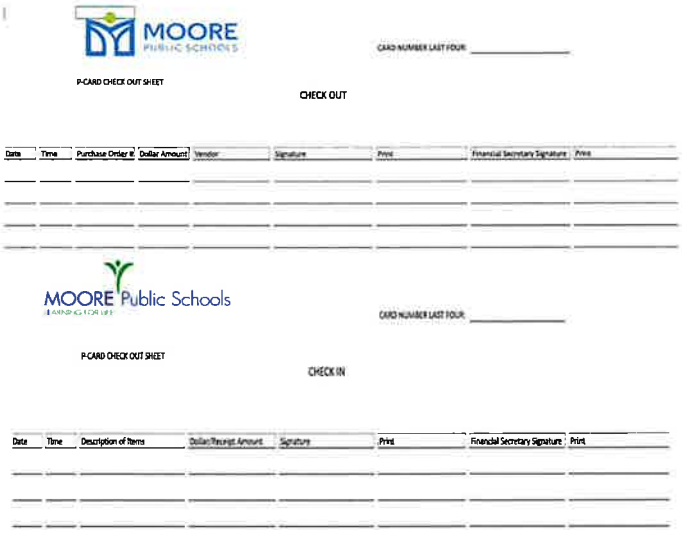
Please find approved SA Fund letter in School Activity Fund Regulations Manual

Please expand OCAS coding 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

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 #:7TMGZR2ZJV

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 WRWLFVTY185F 24.98 E
E 990013200 HAL FHC SUBF 19.98 E
980249318 6FIHTABLE 59.98 E
SUBTOTAL 1,124.60

TOTAL 1,124.60
VISA TEND 1,124.60
VISA CREDIT **** **** **** 8936 I 1
APPROVAL # 048347
AID A0000000031010
AAC 4E60ED2D92666ACE
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
09051 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.

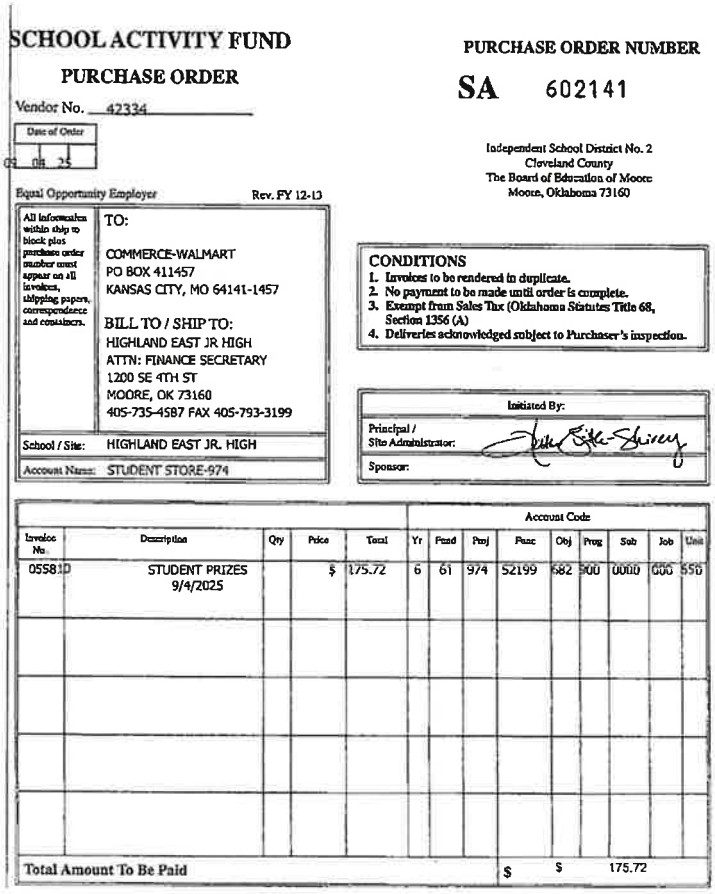
16. SEND TO STUDENT ACTIVITY OFFICE:

- 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

Vendor No. 42334

Date of Order: 08 25

Equal Opportunity Employer — Rev. FY 12-13

PURCHASE ORDER NUMBER

SA 602141

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		

Common Deposit Codes - Elementary

Description of Item	YR	FUND	PROJECT	FUNCTION	OBJECT	PROGRAM	SUBJECT	CLASS	SCHOOL
Admission	X	61	839	41910	000	900	0000	000	XXX
Agenda Books	X	61	839	41950	000	942	0000	000	XXX
Background Check	X	61	839	41970	000	937	0000	000	XXX
Book Fair	X	61	839	41990	000	932	0000	000	XXX
Camp Classsen	X	61	839	41970	000	933	0000	000	XXX
Commission	X	61	839	41460	000	935	0000	000	XXX
Donation	X	61	839	41970	000	936	0000	000	XXX
Dues/Fees	X	61	839	41970	000	937	0000	000	XXX
Field Trips	X	61	839	41910	000	900	0000	000	XXX
Fundraiser	X	61	839	41950	000	942	0000	000	XXX
Lost Library Books	X	61	839	41990	000	945	0000	000	XXX
Reimbursements	X	61	839	41990	000	953	0000	000	XXX
School Pictures	X	61	839	41460	000	942	0000	000	XXX
Yearbook	X	61	839	41950	000	988	0000	000	XXX
Coke Account Fundraiser	X	61	843	41950	000	942	0000	000	XXX
Before/After School Care	X	61	859	41260	000	900	0000	000	XXX

Deposit Codes

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

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	843	52575-682-900
INSTRUCTIONAL/BASIC OFFICE SUPPLIES		51000-619-100
VACUUM, STEP STOOLS, ETC.		52620-618-900
COPY PAPER/CARD STOCK/LAMINATOR SHEETS		51000-611-100
PRINCIPAL 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
DAY CARE SUPPLIES/SNACKS	859	53300-683-690
PHONE MINUTES FOR B/A CARE	859	53300-530-690
PAPER GOODS		52199-617-900
BACKGROUND CHECKS/FINGERPRINTS		52571-811-900
CAMP CLASSEN DEPOSIT/FINAL		51000-811-140-2250
CLASSROOM SUPPLIES - NOT INSTRUCTIONAL		52199-619-900
AGENDAS		53200-670-900
FLAGS FOR CLASSROOM		51000-682-100
ART SUPPLIES		51000-681-100-1170
SCIENCE CLASS SUPPLIES / SCIENCE OLYMPICS		51000-681-100-2250
MUSIC SUPPLIES		51040-681-100-1170
MUSIC INSTRUMENTS		51040-655-100-1170
SPECIAL EDUCATION SUPPLIES		51000-681-239-1050
STEAM SUPPLIES		51000-681-436-2250
ONLINE DIGITAL SUBSCRIPTION		51000-447-100-1132
BOOKS FOR TEACHER TRAINING		52213-641-100
LIBRARY BOOKS		52220-641-100
LIBRARY MAGAZINES		52220-648-100
BOOK VENDING MACHINE		52199-651-900
BOOKS FOR VENDING MACHINE		52199-682-900

ITEM:	FUNCTION-OBJECT-PROGRAM:
SCHOLASTIC MAGAZINES	51000-648-100
AUDIO/VISUAL	51000-652-100
HEADPHONES	51000-615-100
PE EQUIPMENT	51000-681-100-1360
ARCHERY TARGET	51000-651-100-1360
ARCHERY ARROWS, BOWS (SMALL BOWS)	51000-681-100-1360
ARCHERY BOW HANGER	51000-651-100-1360
ARCHERY CLOTHING	51000-657-100-1360
ARCHERY MEDALS	52199-682-900
REGISTRATION/INSTUCT DUES-STAFF	52573-860-900
REGISTRATION-STUDENT - NON-INSTRUCTIONAL	52199-811-900
REGISTRATION-STUDENT - INSTRUCTIONAL	51000-811-100
MANAGED PRINT	839 52640-432-100
PRINTING	52530-550-900
3-D PRINTER SUPPLIES - STEAM	51000-619-436
LAMINTOR REPAIR	52640-436-900
IPADS/COMPUTERS/TONER	51000-653-100
TECH REPAIRS	52640-432-100
SECURITY PROGRAM	52660-447-900
SAFETY SUPPLIES	52620-618-900
RADIO LICENSING	52620-811-900
TV FOR PRINCIPAL OFFICE	52410-652-900
THE LITTLE SIGN	52199-619-900
POPCORN/SNOWCONE MACHINES	52199-656-900
EUREKA WATER: SERVICE CHARGE	52199-449-900
PRODUCTS	52199-682-900
SCHOLARSHIPS	52199-880-900
REFUNDS (CAMP CLASSEN, DAY CARE, ETC)	52199-930-900

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

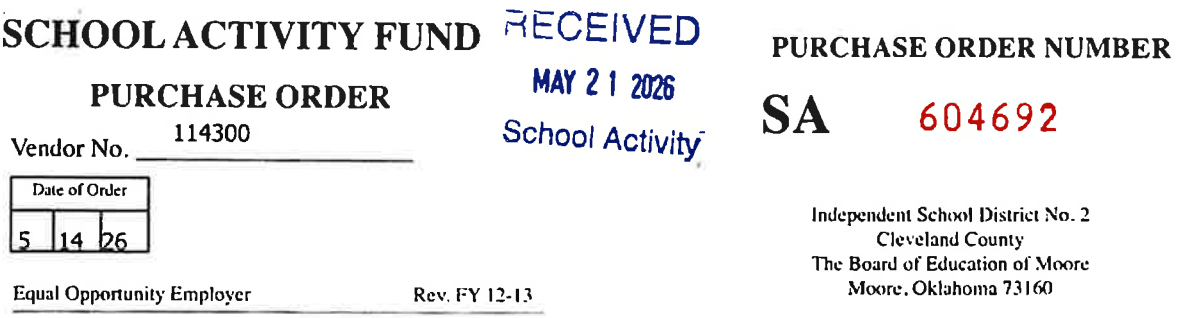
For Elementary schools, you will need to send Julie Nieves/Payroll 12 properly filled out PO's for Before/After Care Payroll when the school year starts. *If you don't have a B/A Care, then ignore this step.

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

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

Equal Opportunity Employer Rev. FY 12-13

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
Ude2016-181 6/2/16	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

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

Equal Opportunity Employer Rev. FY 12-13

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
600367-690 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:	Coolahan
Sponsor:	

					Account Code								
Invoice No.	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
604394-100	Camp Classen Director	1	~~$1,076.50~~ 1076.50 (yellow)	$1,076.50	6	61	839	55200	930	900	0000	000	160

11/3/25

→ Invoice #

→ Invoice date

#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 Sampson

Sponsor:

					Account Code								
Invoice No.	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
403618-185 6/15/26	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.

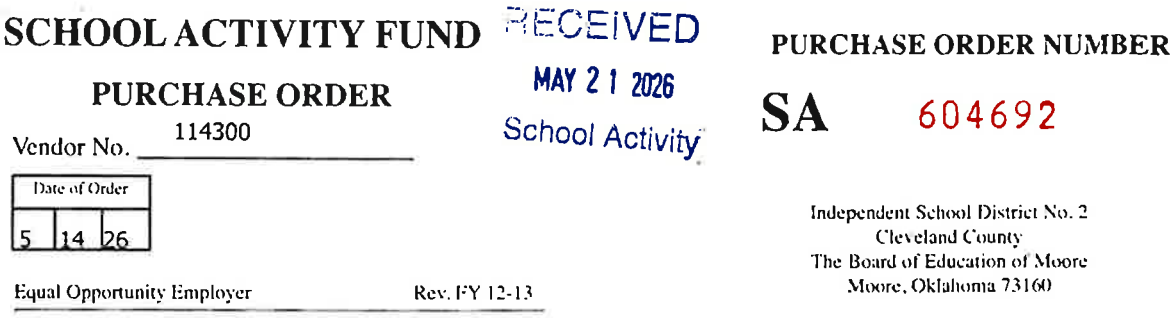
TRANSPORTATION

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:	Lamm Robinson
Sponsor:	

					Account Code								
Invoice No	Description	Qty	Price	Total	Yr	Fund	Proj	Func	Obj	Prog	Sub	Job	Unit
605124 - 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 Elementary

Step 1: Submit Fundraiser Request Form

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

Step 2: Complete School Activity Form For My Payments Plus

SCHOOL ACTIVITY FORM FOR
MYPAYMENTSPLUS.COM

School Name _____ Site # _____

Activity/Item to sell _____

Description of activity/item _____

_____

Grade levels this is available to _____

Collection of money dates _____ _____
(Start date) (End date)

Price of Activity/Item _____

Contact Person's Name_____

Contact Person's phone _____

Contact Person's Email _____

Contact Emails to send a list of who has paid

_____ _____

_____ _____

How often do you want to receive this email?

Daily _____ Weekly _____
If you have a form that needs to be filled out upon payment, please send a copy of the form with this sheet to the School Activity Office.

Please complete all fields of form

Step 3: Send form into Student Activity Office

Either email the completed form or interschool mail form to the Student Activity Office.

School Activity Transfer Form

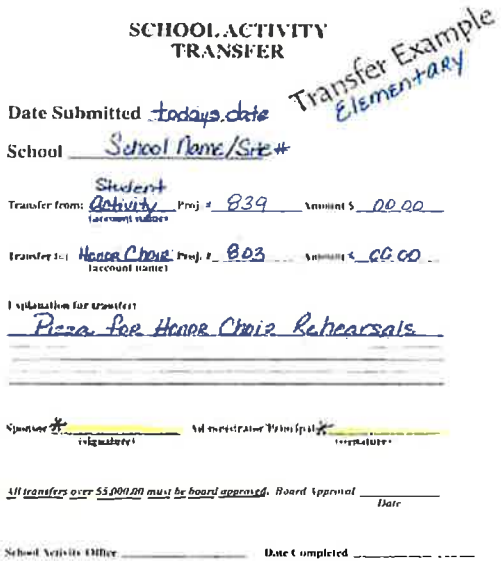
Transfer Form is used when you need to Transfer funds from one project account to another. Also, when you need to Transfer funds from one School or Department to another School or Department.

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

Must have required signatures before sending to SA Department.

If you DO NOT have a before/aftercare Program This doesn't pertain to your school.

Remember #859-Before/Aftercare can ONLY be deposited into #843-Coke Fund one time at the beginning of the year. Amount is determined by enrollment numbers. Your Principal should let you know the amount.



SCHOOL ACTIVITY
TRANSFER

Transfer Example
Elementary

Date Submitted today's date

School School Name/Site #

Transfer from: Student Activity (account name) Proj # 839 Amount $ 00.00

Transfer to: Honor Choir (account name) Proj # 803 Amount $ 00.00

Explanation for transfer:
Pizza for Honor Choir Rehearsals

Signature* (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.

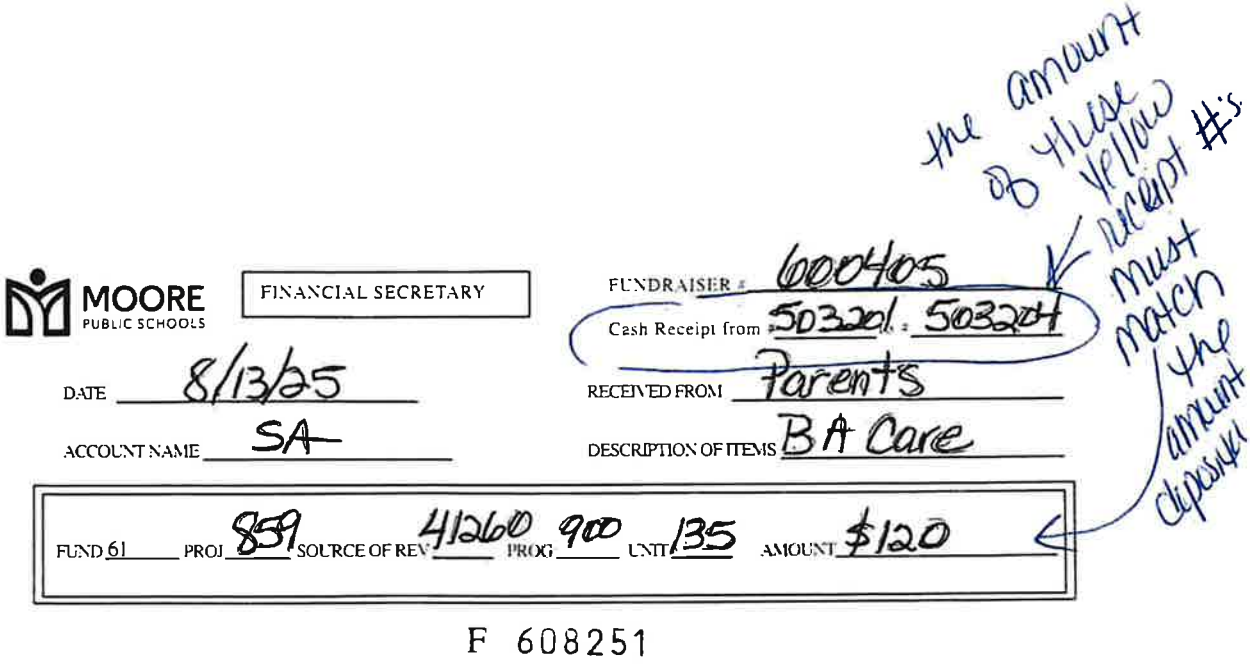
* https://www.mooreschools.com/departments/finance/school-activity*
link to find all reconciliation forms

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 goes to student/parent
- Yellow copies go into the recon - envelope that comes to us (no tearing out pages)

FR#20100 Faculty-Donations

MOORE Public Schools
LEARNING FOR LIFE

SCHOOL ACTIVITY FUND RECEIPT

Account Name Faculty

PROJECT # 889

Date: 6/4/21

Received from. Brittaney 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

#2
*options of how you collected money & from who. This total should reflect your total on the deposit for that date (financial secretary receipt)

TOTAL AMOUNT COLLECTED $_____

Teacher/sponsor signature_____

**Step 1.C

Option #3 Inventory Sheets (Single Item Weekly)

#3 option

School Activity Inventory Sheet
(Single Item Weekly)

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: _____

Purchases: PO # _____ Amount _____

Teacher/Sponsor Signature _____

(Multiple Items)

#3 option

School Activity Inventory Sheet
(Multiple Items)

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: _____

Purchases: PO # _____ Amount _____

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 *options 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

#5 Option.
Only used for Book Fairs. You only need to look @ the Cash/change/check totals.

VILLAGE TRAILS ELEMENTARY SCH

Financial Summary

November 4, 2025 at 3:40 PM
Fair ID 587010
Register 500 016 : 71

Totals are for this register only

REGISTER TOTALS 11/04/25

Scholastic Dollars

Total 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 Credit & Gift Card Comp/Disc)		
Purchase Order	0	0.00
Scholastic Dollar (Cash Equivalent)	0	0.00
Total	**77**	**1,969.13**
(Includes Unredeemed Total)		

Gross Sales

Tax Exempt Sales	0.00
Taxable Sales	1,969.13
Gross Sales Total	**1,969.13**
(Excludes Unredeemed Total)	
Tax Total (Collected)	154.25
Taxable Sales Tax	211.88

Net Sales

Discount	(60.00)
Gift Certificates Purchased	0.00
Gift Certificates Redeemed (Included in Gross)	0.00
Gift Certificates Unredeemed	0.00
Share the Fair Funds Collected	0.00
Share the Fair Funds Redeemed (Included in Gross)	0.00

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.

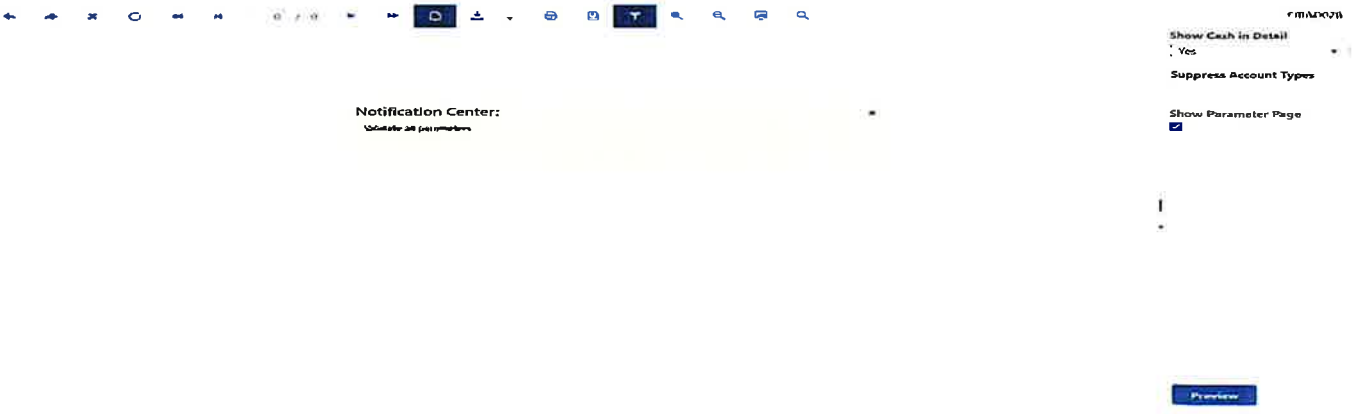
Project: Acct number you are wanting to run the report for. Make sure to change both the "From" and "To" sides to be able to pull one account, make them both the same number.
Site: your site code number
Click "RUN REPORT"



**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.

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.