SAU 70
Dresden, Hanover, and Norwich School District
Business & Finance
41 Lebanon Street, Suite 2
Hanover, NH 03755

Non-Employee Payments / Gifts – Guest Speakers, Presenters, Etc.

PAID

If you are requesting to pay an onsite* presenter directly with a check from the Accounts Payable System - Direct Payment, the following process needs to be followed:

1. If the person is not already a current vendor, complete a New Vendor Request form including the full name, address, phone number, email and W-9 of the person so they can be added as a new vendor.

2. Upon receipt of the information, a Workers Compensation (WC) insurance coverage request form is sent to the potential new vendor; we must have this document (and the W9 that you provided in the Vendor Request submission) on file in the finance office prior to being able to release any payments. If a person does not carry WC insurance, they simply state "I do not have insurance," sign it and return to the finance office. Please note the act of filling out a tax form (W9) does not automatically generate a wage statement; 1099 forms are only issued if the "independent contractor" earns $2000 or more. Both of these documents are necessary for annual auditing purposes; our auditors and the workers compensation company auditors, potentially IRS auditors.

3. When the new Vendor is set up, create the Purchase Order [before the date of the event), receive the service and attach appropriate documents for payment backup. If the check is to be held for hand delivery, please make note in "P0 NOTES" section Send Check to "teacher name, admin, etc."

4. When the check is issued in the next accounts payable run, the finance office will send the check to the person listed in the "PO NOTES" section, if no one is listed the check will be mailed to the address on file for the vendor.

UNPAID

If you would like to simply give someone a small token of thanks, a gift certificate/gift card, a Non-Cash Honorarium under $100 (see Gift Policy GCIB)

1. Issue a PO to the Vendor you would like to purchase the card(s) from.
2. Receive and request the check to be sent to you directly, note this in the "PO NOTES" section
3. Once you receive the check, purchase the gift cards
4. Make photocopies of the card(s) and receipt, then attach those to the P0.

5. Once you have given the gift card to someone to say "thank you," they must acknowledge receipt of it via a signed voucher (see example attached), you would then attach this to the original PO labeling it "Gift Card Recipient Voucher." If for some reason a Voucher can't be signed at the time of the event, a follow up email from the recipient would be acceptable if it includes all of the pertinent information, then printed and attached to the PO.
6. Gift cards must be distributed within the same fiscal year of purchase. Any cards not distributed at the end of a school year need to be immediately returned to the fiscal services office. Leftover gift cards cannot be used to make purchases outside the normal purchasing procedures for the District.

*If we are taking a field trip to a presenter's personal location, a certificate of liability insurance needs to be filed with the district naming us as additional insured.

Board Policy GCIB – District-Sponsored Gifts and Meals

SAU 70 GCIB
Dresden GCIB
Hanover GCIB
Norwich GCIB