Because of various State mandates, the Student Activity Accounts are unique, requiring their own set of unique procedures. Strict adherence to these procedures is essential to prevent State citations in the future.

STUDENT ACTIVITIES:

In order for any class or organization to be considered a student activity, it must have student officers, minimally consisting of president, a secretary and a treasurer. Therefore, each school year, prior to any deposit or withdrawal, a Student Activity Officer Signature form must be submitted to the Accounting Assistant.

In order to establish an account, a “Request to Establish a New Student Activity” must be completed and signed by the Building Principal. This form must be submitted to the Accounting Assistant at the Business Office.

All fundraisers must be pre-approved fifteen (15) days prior to the event. All clubs and organizations must complete and submit a Fundraising Activity/Event Request form. The fundraiser must be approved by the Building Principal and sent to the Accounting Assistant at the District Service Center. A fundraiser is considered to be any activity where money is being collected.

Activity Deposit forms are issued to each advisor and must accompany all deposits. They must be completed in full, signed by a Student Officer as well as the Faculty Advisor and Building Principal. All money must be counted and the total must be placed on the deposit form. All currency must be separated by denomination and all currency must be facing the same way and banded together before being sent to the Accounting Assistant at the DSC in a LOCKED BAG.

A Summary of Cash Received form must be submitted with each deposit. Please see attached.

All cash/checks should be submitted to the Business Office on the day of collection. No cash/checks are to be left anywhere in the building or retained by the advisor, treasurer or any student. If the cash/checks cannot make it to the DSC same day for some reason, then it must be kept in the building safe overnight.

At the beginning of each school year, the advisor will receive a Beginning Balance Acknowledgement form. The advisor must verify that the amount indicated in the letter is the correct amount. Upon review, the form must be returned within 10 days from the date.

PURCHASING:

All clubs and organization must follow Federal, State and Local regulated purchasing guidelines as per Board Policy 610. Three quotes must be obtained for purchases over $10,900 and under $20,100. All purchases over $20,100.00 require bids. Names of vendors contacted, date contacted and the amount quoted for the goods must be included in the documentation. The quotes may be obtained via telephone, fax or mail. When the original invoice is submitted for payment, the copies of these quotes must be attached.

A formal bid is required for any purchase over the $20,100 threshold. The club or organization must provide the business office with all necessary information regarding the purchaser who will execute the bid.

Requisitions must be created for all purchases over $25. All Student/Special Related Accounts will utilize the paper Requisition Form. This will be submitted to the building/Department Secretary who will attach to the Requisition entered in KeyNet. This will create the Purchase Order. The Building/Department Secretary will
received notification when the Purchase Order has been created. Check request without a requisition will only be honored on an emergency basis! Failure to comply with this requirement will delay in payment of invoices.

Procurement Cards (P-Cards) are in effect. All club and organization advisors must sign the procurement policy before use. All clubs and organizations must have a purchase order prior to the use of P-Card, no exception! The P-Card must be returned with the ORIGINAL receipt to the building designee within 24 hours of pick up. If there are any questions regarding the use of the P-Cards, please refer to the Student/Special Activities P-Card Procedures and General Information Document.

No payments will be made from any account without the ORIGINAL invoice or ORIGINAL receipt. No copies will be accepted. If the Advisor or Officer needs the invoice, they may keep a copy, not the original.

Contracted services such as DJ, rentals, etc… must comply with the district ACT 34 clearances. All contracts, and/or agreements over $100 must be Board signed and approved. Contracts should be submitted to the Business Office for review and Board approval. Typically, the deadline to add to the Board Agenda is one week prior to a Regular Voting Meeting.