

**TEACHER/COACH/SPONSOR  
GUIDELINES FOR REIMBURSEMENT  
COLLECTING MONEY, PURCHASING & INVENTORY**

**TEACHER ALLOTMENT REIMBURSEMENT:**

- Teachers are allotted \$40 per semester for supplies. A teacher can choose to submit receipts of \$40 each semester or \$80 for the year.
- These purchases must be for teaching materials and/or registration fees for pre-approved professional conferences/workshops. Taxes paid on these supplies are refundable.
- If submitting receipts each semester, receipts will be accepted once for an amount up to \$40 reimbursement. Receipts should only include items to be reimbursed. Other purchases should not be made on the same receipt.
- If submitting receipts for the entire \$80, receipts must be submitted no earlier than the beginning of the second semester. Receipts will be accepted once for an amount up to the \$80 reimbursement.
- All receipts must be submitted no later than April 30<sup>th</sup>.
- Checks requested for reimbursement must be picked up and signed for by the person making the request.

**COLLECTION OF MONEY FROM STUDENTS/PARENTS**

- Any money received from a student for fees, books, uniforms, supplies, dues, etc. must be supported with a copy of the pre-numbered receipt issued to the student.
- Receipt books are supplied at the beginning of the school year by the Account Clerk. Only these receipt books should be used when collecting money from students.
- Receipts are Pre-Numbered and contain the JPPSS Logo and Name on the original receipt provided the student.
- All checks turned in must have the name, address, phone number and driver's license number on the check. Checks also need to be labeled in the memo area with the name of the student. **TEMPORARY CHECKS ARE NOT ACCEPTED.**
- Please remind students to retain their receipts.
- Teachers/Coaches/Sponsors (Collector) must maintain their receipt book until the end of the school year at which time it is to be turned in to the principal to be held for the internal audit. Additional receipt book requests will be fulfilled by the accounting office once a book is completed.
- The Account Clerk will maintain an accounting of all receipts submitted by collectors. Any discrepancies must be reconciled.
- The Student Activity Accounts Detailed Deposit Form STUACT2 should be completed by the collector. The check number, issuer's name as listed on the check, student name and amount received should be completed in the appropriate CHECKS section. The Receipt number issued to the student should also be included for receipts of cash in the CASH section along with the Student name.
- The completed STUACT2, along with the receipt book, and the collected funds should be brought directly to the Accounting Office for deposit.

- Since deposits are made daily, the Account Clerk and Principal may determine a time by which all funds should be submitted to accounting to ensure sufficient time for data entry and ultimate deposit of funds.
- The Collector and Account Clerk will sign the STUACT2 and the Account Clerk will provide the teacher with a computer generated receipt verifying that the money has been entered into the accounting system.
- The Account Clerk and the Collector will both sign the computer generated receipt.
- The Collector must maintain a receipt folder for all computer generated receipts and a separate folder for the pink copy of the deposit handed to you at the time of the deposit to be kept in your desk for at least two years.

## **EVENT FUNDS**

- All games/dances must use tickets provided by the Accounting Office. These tickets will be reconciled to the money collected for every event. All money is due the next day in the account office. If games/dances are held after school hours and a night deposit is not possible, funds should be secured overnight in a safe kept on campus under the supervision of the Principal, Account Clerk or the Principal's designee.
- There should be a proper accounting for admission fees charged for all events, whether such is assessed in advance or upon entering the event.
- All such fees should be controlled through the use of pre-numbered tickets which will be issued by the accounting office.
- The account clerk will keep a log of the ticket numbers and the person in charge of the event will need to sign out the ticket numbers being issued.
- There should be different pre-numbered tickets for each event, with a different ticket color and numerical series for each price group.
- The tickets should be controlled and safeguarded from the point they are received from the printer, through the point of issuance.
- The ticket listing should be maintained as an audit trail of available tickets. When cash from ticket sales is deposited with the Account Clerk, a receipt should be issued to show the total number of tickets issued to the seller, the number of returned-unsold, and the balance remitted in cash.

## **FUNDRAISERS**

- All fundraisers must be approved by the Principal.
- A class and/or club may raise funds by dues, assessments, donations from members, dances, parties, sale of appropriate club or class merchandise approved by the principal.
- No fundraiser shall last longer than sixty (60) days without written approval from the Network Executive Director. All fundraisers must end prior to the last ten (10) days of student attendance in a school year.
- Fundraiser Sales Reports must be completed after each fundraiser. Forms are available in the Front Office (Mrs. Bonura) and are due back to the Accounting Office no later than ten (10) days after the completion of the fundraiser.
- The balance in any inactive club or graduating class must be transferred to the Student Body Account 500 to be used for the benefit of the entire student body.

## **OFFICIALS:**

- Check requests for athletic officials are to be requested on a purchase order available in the Accounting Office. Prior to an official receiving a check, the purchase order form must be completed and approved. All officials must be listed in our computer database and provide
- a W-9 for 1099 purposes.

## **FIELD TRIPS/BUS REQUESTS:**

- All Field Trip money should be submitted no later than two days before the field trip to ensure sufficient time for deposits. **Checks cannot be written for trip deposits, admission or other expenses unless the money is first deposited.**
- All bus requests for field trips must be completed on the appropriate form and approved by the Principal, or a School System Administrator, as required by policy.
- A copy of this form must be submitted to Ms. Hughes in the Front Office along with a Bus Request Form.
- All bus requests must be submitted at least TEN (10) days prior to the event in order to get approved by both the Principal and the Accounting Office.

## **PURCHASE REQUESTS:**

- All purchases must be accompanied by a purchase order with prior approval from your department head, and then signed by the Principal.
- The Accounting Office will assign a purchase order number. Purchase orders cannot be amended verbally with a vendor. Any additions to your purchase order must be accompanied by an official amended purchase order supplied by the Accounting Office. All purchase order requests must include approximate shipping and handling costs.
- Once purchases are received, the requester is required to sign the packing slip, verify item(s) received and note any backordered item(s). The packing slip should then be submitted to the Accounting Office.
- The original receipt is required for reimbursements.
- Purchases made without a prior approved purchase order will not be considered for reimbursement.

## **INVENTORY**

- Teachers are responsible for the annual verification of inventory assigned to their classroom. Under no circumstance should inventory be moved to another room without emailing the Account Clerk for approval.