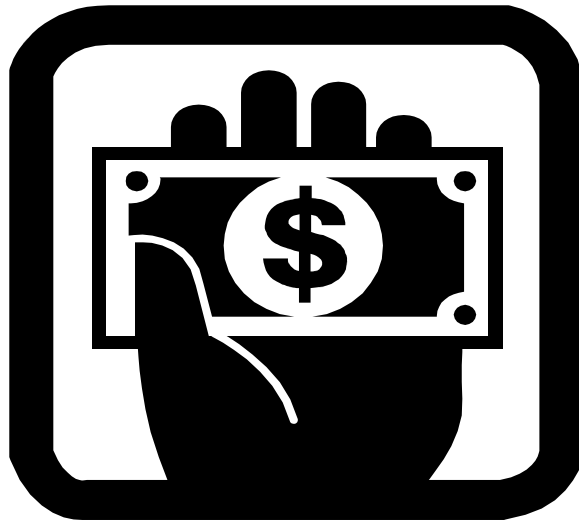


**ATLANTIC COMMUNITY
SCHOOL DISTRICT**



BUSINESS PROCEDURES

August 2010

INTRODUCTION

Guiding Principle:

This handbook outlines business procedures to use in procuring merchandise, requesting reimbursement for travel expenses and issuance of school district checks.

Our school is **BIG BUSINESS**. Central office receives and expends over \$35,000,000 annually. Over 5,000 checks are written, utilizing more than 1,000 accounting codes and 2,000 vendors.

General Fund and Student Activity funds are “public funds” governed by state law and Board policy. Handling funds in the public school is a serious matter. Auditors for public funds require a strict accounting of all school district funds. To ensure that the money is managed appropriately, specific procedures have been established. This document is intended to assist you in conforming to these regulations.

Please keep in mind that these procedures are established to handle school business efficiently and simply while following the laws established by the Code of Iowa and Board Policy.

All forms referred to in this handbook may be obtained on the District website.

Personal Responsibility:

Failure to follow appropriate fund management procedures may force the District to hold an employee personally responsible for incurred expenses. Sponsors, coaches and teachers may not operate school business from their personal bank accounts.

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PURCHASE ORDERS

Most local merchants accept purchase orders as a method of payment. Please reference the attached list of merchants.

All orders for merchandise and services must be approved PRIOR to placing an order or requesting a service. This includes classroom and office supplies, request for service work on district equipment, registrations, membership dues, resale items (t-shirts, band instrument supplies).

- Employee completes a request for materials/services with supporting documentation
- Requisition is sent to the Principal/Supervisor for approval
- Requisition is forwarded to the Business Office for Business Manager/ Superintendent approval
- A PO is created and order placed from the Business Office, unless other instructions are provided. On-line orders must be placed through the Business Office. A copy of the PO will be sent to the originator via the school mail or via PDF attachment to an email. When placing an order with an approved PO, always reference the PO number on the invoice and instruct the vendor to send invoice to the Business Office, 1100 Linn St, Atlantic, IA 50022. Please forward invoices received in the building to the Business Office.
- When merchandise is received, record date received, verify accuracy of the order, initial packing slip and send the packing slip to the Business Office, Accounts Payable.
- When the invoice is received, Accounts Payable will match the invoice with the PO and process for payment.

NOTES

- When completing requisition, include a detailed explanation. Details include: vendor name, address, FAX and phone number, product numbers and descriptions, quantity, price, any special instructions and reference any special funding, such as Foundation grant, PTO, Professional Development, Curriculum, School To Work, AIW, etc.
- The Business Office should never receive an invoice prior to issuance and approval of a purchase order.
- If an invoice is received in the Business Office, prior to issuance and approval of a purchase order, you will be contacted by the Superintendent along with the building principal/activity director.
- Employees that do not use the purchase order procurement system may be held personally responsible for the purchase.
- The Board of Education strongly supports business transactions with local vendors if the goods/services are of acceptable quality and are price competitive. Iowa law stipulates preference to Iowa suppliers. Local suppliers are even more important because their tax and overall economic contributions are vital to our community and schools.

CREDIT CARD PURCHASES

The District has credit cards for purchases made at HyVee and Walmart, as they do not accept purchase orders.

- Employee will complete a request for instructional materials/services
- Request is approved by Principal/Supervisor
- HyVee card may be checked out from the building secretary upon presentation of approved request
- Walmart card may be checked out from the Business Office upon presentation of approved request
- Upon completion of purchase, return card and receipt to building secretary or Business office
- Do not keep credit cards overnight

PERSONAL REIMBURSEMENTS

- Obtain expense form on the District website
- Complete form and attach all receipts. Expenses without a receipt will not be considered. In most cases, a cancelled check is not a receipt. Be sure to obtain a detailed receipt if you intend to ask for reimbursement
- Submit expense form to Principal/Supervisor for signature
- Expense form is forwarded to the Business Office for Business Manager approval
- Expense will be submitted for payment at the next regular scheduled board meeting. Board meetings are the second and fourth Tuesday of each month. **Reimbursement requests must be received in the Business Office by 3:00 PM on Tuesday of the week prior to the regularly scheduled board meeting**
- Meal expenses for meetings or travel not requiring an overnight stay will not be reimbursed.
- **Claims for reimbursement must be completed within ten (10) days of the date incurred.** After ten (10) days the expense becomes a personal expense

NOTES

- The District is a tax exempt organization and will not reimburse sales tax

ISSUANCE OF CHECKS

- All payments require Board approval
- Cut off time for Board approval is 3:00 PM on Tuesday of the week prior to the regularly scheduled board meeting. Regular Board meetings are held on the second and fourth Tuesday of each month
- Checks will be distributed following the board meeting
- The Board allows for payment of officials and registrations between meetings. Requests for these checks are due in the Business Office by 3:00 pm on Tuesday.

TRAVEL

Employees of the school district may occasionally travel to attend conferences, conventions, training seminars or meetings as deemed necessary for carrying out the duties of their position. All reasonable and approved travel expenses incurred will be reimbursed according to Board Policy (401.7, 401.7R).

- **Employees are required to use school transportation, unless unavailable, as determined by the Transportation Director.**
- A leave form must be completed and approved by the building principal or supervisor prior to the time of travel and submitted to the Business Office.
- Upon approval by the building principal or supervisor, the request will be forwarded to the Transportation Director for assignment of a district vehicle based on need and availability
- Employees must provide a copy of a valid drivers license to the Business Office prior to driving a school vehicle
- All claims for reimbursement must be completed within ten (10) days of the date incurred.
- The receipt must be dated, must detail the cost incurred and include the business name and address. A copy of a credit card receipt that shows only the vendor and amount is not sufficient documentation.
- Employees are expected to exercise the same care in incurring costs as they would if on a personal trip. Sharing of rooms and automobile travel is encouraged whenever possible.
- Failure to comply with this policy will result in full or partial denial of reimbursement

MOTEL/HOTEL ROOM RESERVATIONS

- Purchase orders are required for motel room reservations
- Direct billing may be established through the Business Office for payment with the District credit card
- Contact the building secretary or Business Office to arrange reservations for an approved activity
- Reservations must be in the District's name; not the name of the employee
- Always request the government or state rate
- Present the PO to the desk clerk upon arrival
- Request a receipt upon checkout and send to the Business Office for confirmation of motel/hotel stay

EMPLOYEE ABSENCE FORM

- Complete a Request for Leave/Employee Absence form each time you plan to be away from work OR have missed work for any reason. It is necessary to have all absences documented with proper signature approvals. Absences during prep

period must be approved by building principal and documented. Prep time is contract time and leave time must be used if absence is not for school business.

- Absences due to illness more than three (3) consecutive days requires a doctor's note upon return to work. Submit note to the Business Office. Note must be dated with the reason for and dates of absence, as well as clearance to return to work.
- Absences due to maternity leave, surgery or major injury/illness requires a doctor's note submitted prior to absence stating anticipated time absent and date of return. Submit note to the Business Office.
- A doctor's release stating any restrictions must be submitted to the Business Office upon return to work, prior to or on the first day of return.

RECEIPTS/DEPOSITS

- Checks payable to the Atlantic Community School District must be turned in to the Business Office for deposit
- Accept checks payable only to the Atlantic Community School and for the amount only. Do not accept two-party checks.
- **A receipt must be given for all cash transactions**
- Sponsors/teachers should not personally hold any checks or cash
- Sponsors/teachers should personally take all proceeds or fees collected from students directly to building office personnel
- **Sponsors/teachers will be expected to give receipts for all cash collected**
- Deposit funds daily. A deposit sheet must be completed and accompany all funds collected and contain signature of the preparer. Please provide a detailed description of the source of the funds to allow for proper coding
- Keep all funds in a locked drawer or file until delivered to the Business Office
- All deposits are personally delivered to the Business Office and processed by the District Treasurer. **Do not send deposits through the school mail.**
- After deposits are processed, a copy of the completed deposit will be returned for verification to the originating site.
- **Do not keep money in classrooms overnight**
- Do not cash checks for staff/students using school funds. Staff/students must cash checks through one of the local banks. The District is not a bank.
- The District would discourage staff and students from carrying cash in the school building

GIFTS AND DONATIONS

- All gifts and donations given to all buildings, activities and departments become the property of the District and are controlled by the Board of Education governed by the board policy and Code of Iowa.
- **It is the responsibility of the building principal or designee to maintain an accounting of expenditures for donations received in their respective buildings.** Principals are

encouraged to spend donations in the current fiscal year. If the donation is \$5,000 or greater and involves more than one fiscal year, a separate agency account will be established by the Business Manager.

STUDENT ACTIVITY ACCOUNTS

- Sponsors are responsible for monitoring the revenues and expenses of their activity. Monthly reports will be distributed to each sponsor.
- Student treasurers are responsible for accurate accounting records
- A receipt must be given for all cash transactions
- A deposit sheet is completed by the responsible individual and given to the building secretary with the collected funds. The building secretary verifies the deposit and the building principal delivers the deposit to the Business Office. Please provide detailed description as to source of funds to allow for proper coding.
- Money collected must be turned in to the building office for safekeeping
- Purchase order procedures must be followed for all purchases; under no circumstances should a student be allowed to charge and pick up merchandise without a signed purchase order.
- Student activity accounts may not operate as a negative balance
- All purchases and expenditures must show “public purpose”
- All activity fund money belongs to the public and is controlled by the Board of Education; it is not personal spending funds of the individual group or sponsor.

RESALE ACCOUNTS

- Contact vendor for total cost of items including shipping, silk screening and other additional charges to get an estimate of cost. **Do not place the order at this time**
- Submit a request for materials/services with a detailed description of the order.
- Submit to building principal/activity director for approval.
- **Take orders from students/staff. Collect money at the time of order, give a receipt to each person and complete a reconciliation form.**
- Submit the approved request for materials/services and the collected funds to the building secretary. A deposit sheet is completed by the responsible individual and given to the building secretary with the collected funds. The building secretary verifies the deposit and the building principal delivers the deposit to the Business Office. The amount due the vendor and the money collected must be equal.
- Follow the purchase order procedure to complete process.

NOTES

- **RESALE ORDERS WILL NOT BE APPROVED BY THE BUSINESS MANAGER UNTIL ALL MONEY IS COLLECTED AND RECEIVED IN THE BUSINESS OFFICE**

FUNDRAISERS

Students may raise funds for school-sponsored events with the permission of the building principal. (Board Policy 504.5). Generally student fundraising should be minimized.

- Obtain approval from the building principal. Complete the Fundraising Plan/Approval form. All fundraisers must state a specific purpose.
- Students/parents should be informed of the goal of the fund raiser and given the option to write a check to the organization.
- **Sponsors should not set an amount that each student is required to raise.**
- Rewards to specific students should be minimized or given to the group as a whole. Emphasis should be placed on working for the activity or group rather than for themselves.
- Follow school guidelines regarding depositing funds, use of school purchase orders for merchandise and payment of invoices in a timely manner.
- During fundraising an accurate accounting of merchandise and funds must be maintained. No merchandise or funds will be given in trade for work or volunteer activities. All merchandise will be sold or returned to the vendor for credit.
- Deposit funds daily with the building secretary for safekeeping. Do not hold funds in the classroom, desk/file cabinet overnight.
- A deposit sheet is completed by the responsible individual and given to the building secretary with the collected funds. The building secretary verifies the deposit and the building principal delivers the deposit to the Business Office.
- Remember you are acting as an agent of the Atlantic Community School and are bound by Iowa law regarding handling of public funds. Failure to follow appropriate fund management procedures may force the district to hold you personally responsible for incurred expenses.
- The district wellness policy must be considered when planning a fundraiser

CAMPS/CLINICS

DISTRICT SPONSORED CAMPS/CLINICS

- Special activities involving Atlantic students sponsored by Atlantic CSD employees should be scheduled through the activities director office.
- The sponsor will arrange for advertisement of the activity through the district purchasing procedure.
- All funds are to be paid to the district and deposited in school district accounts.
- The camp will make a \$50 donation for use of the school facility either indoor or outdoor. Prepare use of facilities form and submit to the Business Office
- The camp sponsor will recruit, assign and determine payment for all activity coaches, officials and helpers
- Current employees of the district will be paid through payroll at a rate determined by the camp organizer
- Non-employees will provide name, address and social security number on a W9 form

- Funds generated through the camp will be directly used to pay all related expenses and all camp employees, with remaining funds credited to the appropriate activity account
- Prior to the event, the sponsor shall submit an estimated budget to the activity director for approval. The budget shall include:
 - ✓ Projected revenues from entry fees, t-shirt sales, etc
 - ✓ Itemized expenditures including wages paid to all camp staff
 - ✓ FICA/IPERS, camp officials, advertising, facility use, camp awards, etc.
- Fees for the camp should be established to at least break even
- Funds placed in the activity account will be used at the direction of the program sponsor for any permissible expense including but not limited to: camps and clinics for players and/or coaches, travel expenses, supplies, equipment and program appropriate apparel. Coaches apparel purchased with activity account funds remain the property of the Atlantic CSD and shall be returned to the Activities Director upon completion of duties.
- The activities director will approve all planned activities and make provision for the activity fund to pay the costs associated with the camp

PRIVATELY SPONSORED CAMPS/CLINICS
(Outside group or affiliated organization)

- Camp/clinic sponsor will contract with the District to use facilities and equipment
- The camp/clinic sponsor will pay \$50 for use of the facilities
- The camp/clinic sponsor will need to provide a certificate of insurance for liability coverage

All advertisements and other materials related to the camp/clinic must clearly identify whether it is a District-sponsored or privately-sponsored camp or clinic

ACTIVITY GATE PROCEDURES

- Cash box(es) will be established in cooperation with the District treasurer the day of the event
- The ticket manager will set up gate/ticket stations
- Never leave cash boxes unattended under any circumstances
- Workers will verify the amount of money in the cash box
- Pre-numbered tickets must be torn off for each paying spectator
- At the end of the event, money is counted and reconciled to pre-numbered tickets sold by two or more individuals
- A reconciliation form will be completed and signed by the individuals responsible for counting and reconciling the cash
- The cash box will be given to the Activity Director or administrator on duty upon completion of duties
- The Activity Director or administrator on duty will secure cash box in District vault or take to the night depository at Wells Fargo

- District Treasurer will pick up cash at Wells Fargo the next business day, will verify deposit and complete a pre-numbered receipt.
- It is strictly prohibited for any individuals to take cash collections home

PETTY CASH

- Petty Cash funds may be established in each building in the amount of \$50
- Each building principal will appoint a custodian of the fund
- A reconciliation of the petty cash fund will be done monthly on the last business day.
- The reconciliation form will be completed with receipts attached and sent to the District Treasurer.
- The District Treasurer will verify the reconciliation form and submit to the Board Secretary for approval.
- Reimbursement will be requested to replenish the fund
- The District Treasurer will receive the funds and distribute to the appropriate building

POSTAGE

- Electronic correspondence with students and parents is encouraged.
- Correspondence of school business to be mailed via the postal service will be sent to the Business Office unsealed.
-

VOLUNTEERS

- The District encourages and appreciates the work of volunteers with all students
 - For protection of our students, a background check must be done on all volunteers. Volunteers should contact the Business Office to obtain the necessary documentation to produce the background check.
 - A volunteer may not work with students unless approved by the Business Office
 - A list of approved volunteers will be available on the website
-
- School organizations are not permitted to make donations to other non-profit organizations unless that particular purpose was identified prior to raising the funds.

VENDOR LIST

The list of vendors below are all local and all will accept a P.O.

Akins
Atlantic Book Binding
Atlantic Chamber of Commerce
Atlantic Locker
Atlantic Motor Supply
Atlantic Signs
Atlantic Super 8
Atlantic Theater
Bair Firestone
Bierbaum Electric
Brown Electric
Big D's Coating
Bonnesen's
Papa Pepperino's
Brink Flower Shop
Cappel's
Choice Printing
Curtis Welding
Denny's Parking Lot
Designer Portraits
Deter Motor
Ed's Lawn Equipment
Fish Store
Fischer Photography
Frederick Photography
Geis Perry
Interior Touch
JJ Graphics
Lindeman Tractor
Pizza Ranch
Lloyd and Meredith
Rex Pharmacy
Safeguard Business Systems
Subway

REQUEST FOR MATERIALS AND/OR SERVICES

Complete Address of Company

Budget Classification

Date

DESCRIPTION (Service, Catalog, Model #, Page #, etc.)	Quantity	Unit Cost	Total Cost
		TOTAL →	

Staff Member Signature _____ Date _____

Administrator Signature _____ Date _____

TRANSPORTATION REQUEST

Date _____

SCHOOL _____

ORGANIZATION TAKING THE TRIP _____

NAME OF PERSON(S) SUPERVISING THE TRIP _____

DATE OF THE TRIP _____ TIME OF DEPARTURE _____ RETURN TIME _____

DESTINATION _____

NUMBER OF PERSONS TAKING THE TRIP _____

NUMBER OF BUSES REQUIRED _____ SUBURBANS _____

WILL A BUS DRIVER BE REQUIRED _____

BUS GARAGE HAS BEEN NOTIFIED BY PHONE _____ DATE NOTIFIED _____

FUND TO BE CHARGED FOR THE TRIP _____

IF APPLICABLE, HAS REQUEST BEEN SENT FOR GRANT APPROVAL _____

ADMINISTRATOR/DEPT. DIRECTOR SIGNATURE

DATE APPROVED

ADMINISTRATIVE/SUPERVISOR LEAVE REQUEST

Date Submitted _____

_____ Sick Leave (Employee)

_____ Family Illness Leave-Immediate Family (Deducted from Employee Sick Leave)

_____ Vacation Leave

_____ School Business (Professional Leave such as Conferences, Visitations)

_____ Death Leave (Immediate Family)

_____ Death Leave (Non-Family)

_____ Other Leaves _____

PLEASE NOTE: _____ Full Day _____ Partial Day (_____ Hours Absent for Partial Day)

DATES OF ABSENCE(S): _____

REASON FOR ABSENCE: _____

Signature of Employee Requesting Leave _____

_____ APPROVED

_____ DENIED

REASON FOR DENIAL _____

SIGNATURE OF SUPERINITENDENT

DATE OF RESPONSE

CERTIFIED STAFF LEAVE REQUEST

Date Submitted _____

<u>Paid</u>	<u>Unpaid</u>	<u>Type of Leave</u>
_____	_____	Sick Leave (Employee)
_____	_____	Family Illness (Immediate Family as defined in Master Contract)
_____	_____	Personal Leave*
_____	_____	Professional Leave (Conferences, Visitations, etc.)
_____	_____	Death Leave (____Non-Family____Immediate Family) Non-Family and Immediate Family as defined in Master Contract

Date of Request _____

Reason for Absence _____

Signature of Employee _____

*Note to employee: Is this request for personal leave day(s) an extension of a holiday? If so, you will be deducted accordingly per the Master Contract.

_____ Approved _____ Disapproved Date of Response _____

Administrator Signature _____

Date _____ Central Office Signature _____

*Personal Leave Status: No Deduction_____ Cost of Sub_____ Full Deduction _____

SUPPORT STAFF LEAVE REQUEST

Date Submitted _____

<u>Paid</u>	<u>Unpaid</u>	<u>Type of Leave</u>
_____	_____	Sick Leave (Employee)
_____	_____	Family Illness (Immediate Family as defined in Master Contract)
_____	_____	Personal Leave
_____	_____	Professional Leave (Conferences, Visitations, etc.)
_____	_____	Death Leave (____ Non-Family____ Immediate Family) Non-Family and Immediate Family as defined in Master Contract

Date of Request _____

Reason for Absence _____

Signature of Employee _____

_____ Approved _____ Disapproved Date of Response _____

Administrator Signature _____

_____ Date _____ Central Office Signature

USE OF SCHOOL FACILITIES APPLICATION

Title of Event/Activity: _____

Person(s) Responsible: _____ Phone Home: _____
(This person will be in charge and present during entire event.)

Nature/Purpose of Activity: _____

Open to Public? _____ Admission Charged? _____ Food Being Served? _____

Equipment/Items Being Brought In? _____

Date(s) Requested: _____ Time(s) _____

Building(s) to be used: _____ Area(s) to be used: _____

Equipment Needed (if applicable): List ALL items needed!! EX: PA system, basketballs, microphones

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Special Instructions For School District: EX: Set-up risers, nets set up, piano rolled out, etc. Please attach additional sheet(s) to this form if needed!

1. _____
2. _____
3. _____
4. _____
5. _____

I certify that I have read, understand, and agree to adhere to the rules, conditions, and regulations for the use of Atlantic Community School District facilities and equipment. I further accept that as the person responsible on this application and for the group sponsor in whose name the permit is issued jointly assume full responsibility/liability for any damage, loss, or personal injury resulting from the use of Atlantic Community School District facilities. I further understand I may be required to provide proof of liability insurance coverage.

Person Responsible _____ Date _____

(Signature)

(Printed)

If school is closed because of weather conditions, facilities will not be available for your use.

Application Taken By _____ Date: _____ CO APPROVAL _____ DATE _____

Approved/Rejected Food Service/Janitorial Supervisor _____ Date: _____

Approved/Rejected PRINCIPAL or Designee: _____ Date: _____

COMMENTS: _____

Copies and Dates Distributed:

____ HS Custodial Staff ____ HS Secy ____ MS Custodial Staff ____ MS Secy ____ SE Custodial Staff ____ CCEOC
____ SE Secy ____ WA Custodial Staff ____ WA Secy ____ Russell Peck ____ Food Service Supr ____ Media Center

Charges (if applicable):

Payment:

Fee Class Designation: I II III

Amount Paid: _____

Facility(ies) Fee: _____

Date Received: _____

Equipment/Staffing Fee: _____

Check Number: _____

Total Due: _____

Received By: _____

DEPOSIT BREAKDOWN

BUILDING/SITE: _____

DATE: _____

PURPOSE: _____

Breakdown of Deposit

COIN	QTY	Amount
	\$0.01	_____
	\$0.05	_____
	\$0.10	_____
	\$0.25	_____
	\$0.50	_____
	\$1.00	_____
PAPER		
	\$1.00	_____
	\$2.00	_____
	\$5.00	_____
	\$10.00	_____
	\$20.00	_____
	\$50.00	_____
	\$100.00	_____
Total Coins		_____
Total Currency		_____
Total Checks (include # of checks)	# Cks. _____	_____
<i>Please include the adding tape print-out with checks</i>		
TOTAL DEPOSIT		_____

Counted/Verified by: _____

FUNDRAISING QUESTIONNAIRE / APPROVAL FORM

Communication between building principals, PTA/PTO groups and other fundraising organizations and the Business Office is key to avoiding problems that could potentially be encountered with fundraising activities. Please review the following guidelines:

- Fundraisers need prior approval
- Fundraisers must be placed on the school calendar
- When money is collected, receipts are mandatory
- As soon as money is collected, money should be immediately returned to the supervisor and deposited in the bank
- Door-to-door sales is the least preferred type of activity
- Clarify with the salesman such things as:
 - ✓ the duration of the fundraiser
 - ✓ your profit percentage
 - ✓ who handles shipping costs
 - ✓ who pays for prizes/incentives
 - ✓ that all invoices are sent to the Business Office, Accounts Payable

COMPLETE THE FOLLOWING INFORMATION BELOW IF YOU DESIRE TO HOLD A FUNDRAISER

Organization/Class/Bldg. _____
 Requesting Fundraiser _____
 Name of Fundraiser _____
 Purpose of Fundraiser _____ Anticipated \$ to be Made \$ _____
 Company Name _____ Contact Person _____
 Address _____ Telephone _____
 Start Date _____ End Date _____ Number of Students Participating _____
 Name of Item(s) to be Sold _____ Description of Item(s) to be Sold _____
 # Units _____ Price per Unit \$ _____ What Percentage of Gross is Profit? _____
 Account for Deposits _____
 Date Placed on School Calendar _____ Date Reconciliation Form Completed _____

Responsible Person(s):

_____ Print Name _____ Signature _____ Date	_____ Print Name _____ Signature _____ Date
--	--

Approval:

_____ Signature of Administrator/AD _____ Superintendent Signature _____ Board President Signature	_____ Date Approved by Admin/AD _____ Date Approved by Superintendent _____ Date Approved by Board
---	---

EMPLOYEE EXPENSE VOUCHER

Date Submitted _____

Account Code _____

DATE	MILES	TOTAL DOLLARS FOR MILES (\$.30/MILE)	DESTINATION	MEETING ATTENDED (If an activity, state activity)	Meals*	Lodging*	Other*	SUB TOTAL

TOTAL \$ _____

Employee Signature

Administrator/Director Approval Signature

- *1. Attach Receipts
- 2. When Using School Gasoline Credit Card-Attach Receipts
- 3. Other – Professional Materials, Airline Tickets, Etc.
- 4. All Expense Vouchers Are To Be Approved By Building Administrator/Department Director

ACKNOWLEDGEMENT PAGE

I, _____, HAVE RECEIVED THE ATLANTIC COMMUNITY SCHOOL DISTRICT BUSINESS PROCEDURES HANDBOOK AND HAVE READ AND UNDERSTAND MY RESPONSIBILITIES.

EMPLOYEE SIGNATURE

DATE