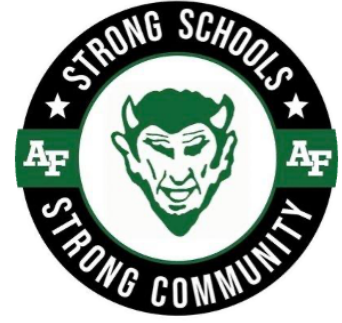# Money Matters

Reminders & Tutorials related to:

- **P-Cards**
- **Daily Deposits**
- **Ordering/Requisitions/Purchase Orders**
- **Fundraising**
- **Shopping at A-F County Market**
- **Hotel Reservations**

P-Card Use Checklist

- ☐ 1. Read & sign the P-card agreement.
- ☐ 2. Sign out a P-card from your building secretary.
- ☐ 3. Obtain a copy of the District tax-exempt form from your building secretary and inform the vendor that we are tax-exempt.
- ☐ 4. Make a purchase (verify there is no tax).
- ☐ 5. Print or obtain a receipt.
  - ☐ Write the expense account code on the receipt.
    If you are unsure which account code to use, please call or email the business office.
- ☐ 6. Return the P-card and receipt to the building secretary.

Daily Deposits

- ☐ 1. Collect cash and checks at least daily.
- ☐ 2. Complete the "Deposit Worksheet" form - [found online here](#).
  - ☐ List checks by the last name instead of the check number.
  - ☐ Include the account code on the deposit workbook form. *If unsure, contact the business office.*
- ☐ 3. Give cash, checks, and completed deposit workbook form to the building secretary.
  - ☐ *If you need to make a deposit when a secretary is not in the building (breaks, holidays, etc.), bring the deposit to the District Office.*
- ☐ 4. Building secretary must send it to the bank **daily.**

Placing Orders

- [ ] 1. Enter a requisition in Skyward.
  - [ ] A tutorial to enter a requisition is on the staff tools page here.
  - [ ] If you are unsure of which account code, contact the business office.
- [ ] 2. Unless noted, Shianna S. will place the order.
  - [ ] If you place an order through an online vendor, your order will be automatically processed once approved.
- [ ] 3. All items will be received and processed at the District Office building.
- [ ] 4. Items will be delivered to your building.

Fundraising

School Board Policy #5380 details requirements and the approval process for fundraising.

- [ ] 2. Enter a requisition into Skyward with the best estimate on total cost/expense.
  If you are unsure which account code to use, please call or email the business office.
  - [ ] *2a. If you are using a new vendor, please provide Shianna S. with vendor information and a completed W-9 form.*
- [ ] 3. Make deposits daily. See "Daily Deposits" instructions on page 1.

Shopping at A-F County Market

- [ ] 1. Sign out the A-F County Market card from the building secretary.
- [ ] 2. Once you get items and are in the checkout line…
  - [ ] Inform the clerk you will be making a "House Charge"
  - [ ] Print **legibly** when signing for purchase.
  - [ ] **KEEP receipt**
- [ ] 3. Write the account code on the receipt.
  If you are unsure which account code to use, please call or email the business office.
- [ ] 4. Send the receipt to Donna O. immediately upon returning to school.
- [ ] 5. Return the A-F County Market card to the building secretary.

Hotel Reservations

*Each hotel may have different processes, please note these are general guidelines. Contact the Business Office with questions.

- [ ] 1. Reserve a room with a hotel.
- [ ] 2. Request a credit card authorization form.
- [ ] 3. Receive confirmation.
- [ ] 4. Complete and fax the following to the hotel.
  - [ ] Credit card authorization form.
  - [ ] Tax-exempt form
  - [ ] Copy of the credit card.
- [ ] 5. Verify receipt of forms with the hotel.
- [ ] 6. Obtain email confirmation from the hotel.
- [ ] 7. Enter the purchase order made payable to BMO.

Additional Notes:

- Purchasers (You) are responsible for any tax incurred. Be sure to get a tax-exempt form and send it to your vendor.
- Cash needs to be deposited on a daily basis - do not wait more than one day to complete a deposit.
- If you are in need of a "purchase order," please understand that requisitions become purchase orders once the approval process is complete.
  - Purchase orders become checks when payment is processed.
    - Please allow 10 days to have a check written.

Business Office Contacts:

Nicki Ells: Business Manager

Jolyn Krohn: Employee Benefits and Payroll

Donna Olson: Accounts Payables, Reimbursements, Fuel Purchasing Rights