

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:

Brian Krey: Business Manager

Crystal Nawrot: Employee Benefits and Payroll

Donna Olson: Accounts Payables, Reimbursements, Fuel Purchasing Rights

Shianna Smith: Purchasing, Ordering, Receiving