

HANDBOOK

FOR

FINANCE OFFICE PROCEDURES

THE FOLLOWING ARE PROCEDURES AND HELPFUL INFORMATION WHEN:

- COLLECTING MONEY FOR VARIOUS EVENTS
THROUGHOUT THE SCHOOL YEAR
- MAKING PURCHASES
- USING YOUR CREDIT CARD

***If you have questions, please contact the Finance Office

Revised: 03/10/2022

DEPOSITS

All money collected (i.e., fundraisers/contributions/uniforms/trips/supplies etc.) should be deposited in a timely manner.

1. Checks should be made out to Lakewood Public Schools with a notation of what the event is in the memo section.
2. Complete an account deposit ticket (form attached – Appendix A) and send a copy along with the bank deposit slip to Central Office after you have made your deposit.
3. The deposit will then be entered into the financial software.

**Monies received for lost textbooks or equipment are to be deposited back into your General Fund account – as this is where it was paid from and where the money will be taken from to replace the item.

PURCHASES

Purchases of materials and/or services totaling \$50 or more should have a pre-approved purchase order. (This includes student activity accounts, items ordered on approval, purchases that employees are going to be reimbursed for, and building internal accounts.) The following procedures are to ensure that all purchases are ordered, received, delivered and paid for in a timely manner.

1. Use a requisition form (form attached – Appendix B) for all purchases.
2. Fill in all necessary information, including: vendor name, address; quantity, unit of measure, description, price per unit, and the total amount for each item. (If the number of items is lengthy and there is already a list or order form put the words "Per Attached Sheet" in the description column and put the total in the amount column. **After the last item of the order, add a line for shipping and handling. (Most vendors will provide an estimate for this.)** Then put the total for the entire purchase on the total line.
 - a. If you wish to order on-line, indicate this on the requisition and the white copy will be sent to you once it has been converted into a PO.
 - b. If it is something that needs to have the check sent with the order, then please indicate on the requisition the following:
"PLEASE PAY – CHECK MUST BE SENT WITH ORDER"
 - c. You must add shipping to each order or indicate "FREE SHIPPING" if applicable. If there is nothing indicated regarding shipping, then the Business Office will add a line for 10% shipping to your Purchase Order for you. It is very important that you note the shipping charges, as it can have a major impact on your budget.
3. Approvals
 - a. Once your order has been input, it will go to your principal/admin to approve.
 - b. After the principal/admin has approved, it will electronically come to the Finance Office for approval and processing.
 - c. Once all approvals are complete, the Finance Office will process the purchase order, send it to the vendor, and a copy will be sent to the secretary.
4. When the merchandise is received please make sure to check in your order against the packing slip, sign and date the packing slip, and return it to the Finance Office along with the copy of the PO. Once the invoice is received, the Finance Office can match up the PO, packing slip, and the invoice. As long as everything is as expected, the invoice will be paid.

ON-LINE ORDERS

When doing orders to places such as Amazon, Quill, School Specialty, etc. the purchase order should be done prior to the on-line order. Then once you have your approval, you will have a copy of the PO and will be able to enter that into the order on-line.

EXCEPTIONS

Orders that you are going to physically pick up:

1. Take a copy of the PO to the vendor and make your purchase.
2. After you have made your purchase, attach the receipt to the PO copy and return it to the business office for payment. Unless there are extenuating circumstances, the receipt/invoice should reach the Business Office within 48 hours following the purchase.

Transportation and Operations

1. Due to the nature of these two departments, purchase orders are expected on items that are known ahead of time.

OTHER PURCHASES

In extenuating circumstances if you have to make a purchase using your own money, you will need to do the following:

- 1. Only for orders totaling less than \$50**
2. Meals purchased while on Professional Development travel
(**per IRS regulations, we must have itemized receipts for meal purchases)
3. Still need prior approval – either complete a purchase requisition form or a professional development form and obtain proper approvals.
4. **Sales tax exempt** certificates cannot be used with personal payment – and is not reimbursed.
5. **Credit Card fees** are not reimbursed.

***If you have any questions or need assistance please call the Finance Office **before** you make a purchase. ***

BMO CREDIT CARDS

DUE DATE FOR STATEMENTS INCLUDING RECEIPTS AND SIGNATURES IS THE 30TH OF EACH MONTH.

You are responsible for making sure there is no tax charged to your order. If you receive your statement and you find that you were charged tax, then you have two options:

1. Take your receipt back to the store and have them credit your account – then attach the credit to your statement.
OR
2. Pay the tax yourself by attaching a check to your statement when you send it on to the Finance Office.
3. When using your credit card for larger purchases you still need to obtain a purchase order. The credit card is a method of payment, not an approval to purchase.

It is the responsibility of the card holder to print their statement, match up all receipts, assign proper account numbers; and sign the statement prior to sending it to the Finance Office. If we have repeat offenders for not turning in receipts with their statement; not reconciling with any tax that was charged; and turning in paperwork past the deadline, the card will be put on hold until the issue is resolved.

PROCEDURES FOR USING THE CREDIT CARD

1. Make your purchase - ****PLEASE MAKE SURE YOU GIVE THE STORE THE MICHIGAN TAX EXEMPT FORM (obtained from the Finance Office) AND TELL THEM THAT YOU ARE TAX EXEMPT****
2. Save your receipts, invoices, proof of delivery, etc.
3. Once you have received your BMO statement, match up all the back up to your items on the statement. There must be a receipt or an invoice showing paid.
4. Write the proper account number that is to be charged, sign the statement, and send the packet to the Finance Office. I would advise keeping copies for your own records.
5. NOTES:
Please do not send over receipts until you have the statement to match to.

Deposit Slip

Account # _____ GF or Activity

(Please fill out completely & submit to your Building Office)

Date: _____

Teacher/Staff: _____

Funds For/From: _____

Coin \$ _____

1'S \$ _____

5'S \$ _____

10'S \$ _____

20'S \$ _____

50'S \$ _____

100'S \$ _____

Checks: \$ _____

Total Amount: \$ _____

Signature: _____

To Be Completed by Office:

Amount Verified by Office: \$ _____

Signature: _____

Date Deposited: _____

PURCHASE REQUISITION FORM

Name of Purchaser: _____

Building/Department: _____

Account to be charged _____

Vendor Name

Vendor Address _____

Vendor Phone #: _____ Fax #: _____

Name of item	Item Order Number	Color	Price per item	Quantity	Total Amount
			ESTIMATED SHIPPING:		-
			GRAND TOTAL:		-

SPECIAL INSTRUCTIONS:

Person Purchasing: _____
Signature

Date _____

Building Principal: _____
Signature

Date _____

***PLEASE ATTACH ANY ORDER FORM, ON-LINE CART, ETC.**



Lakewood
Public Schools

Conference & Workshop Authorization Request

This request is due in Central Office not less than 10 days prior to conference registration deadline.

Today's Date: _____

Name: _____

Conference Title: _____

Date(s) & Time: _____

Location: _____

Sponsored by: _____

ESTIMATED COSTS:

Registration: _____ Lodging: _____

Other: _____

Meals: _____ Mileage: _____

Total: _____

Conference registration must be filled out and included with this request. Central Office will submit payment for any registration fees. Lodging reservations are your responsibility and will be reimbursed along with any travel or meal costs after the conference.

I have pre-registered by phone/fax Yes _____ No _____

C.O. will need to complete registration Yes _____ (Include Information) No _____

I will need a substitute for my classroom Yes _____ No _____

APPROVAL: (Request must be signed by building principal prior to submitting to Central Office.)

Building Principal

Date

BUDGET COST District Building Grant(Ex. PBIS) _____

Central Office

Date

Accounts Payable: Account #: _____ Amount: _____

Pay to: _____

Expense Reimbursement Request

Please complete and return to Central Office within 7 days of attending the conference. Receipts must be included for all expenses except mileage. Unauthorized expenses will not be reimbursed.

ACTUAL COSTS:

Registration: _____ Lodging: _____

Other: _____

Meals: _____ Mileage: _____

(Please specify)

(Total miles)

Total: _____

Admin Approval _____

Pay to: _____