

FINANCIAL OFFICE

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Date: January 7, 2011
To: School Principals and School Secretaries
From: Jessica L. Petracco
Re: School Activity Procedures

Upon completion of our 2010 audit, we were advised that all School Activity Accounts must mimic school district purchasing practices. Currently, the invoice, along with the Student Activities Account Form is signed by Mr. Falkowski and sent back to the school. This procedure will still be in effect. However, in order to follow district purchasing practices, we must also begin to include proposal/quotes and purchase order forms. This procedure needs to be used for each school activity purchase.

The purchase order form can be found on the school website. Go to "Board of Education", then "Financial Information", then "Business Documents and Procedures".

Please change the school, school address, and phone number to reflect your respective school on the form and save to your local drive.

Below are the procedures you must follow going forward:

Proposal/Quote

All items purchased from a vendor must have a proposal or quote listing the items sought and the cost.

Purchase Order

Fill out the purchase order number (a unique number generated by you), vendor information, quantity of the item being ordered, description, unit price, and amount. Have the purchase order signed by the vendors' representative and faxed back.

Approval

Attach the proposal/quote with the signed purchase order and submit for approval from Mr. Falkowski.

You need to have the following records on file for audit purposes at June 30th:

1. proposal/quote,
2. the signed purchase order,
3. the approval from Mr. Falkowski,
4. the invoice, and
5. a copy of the canceled check

In addition, the form includes a "Clear P.O." button at the bottom of the purchase order. If you click on it, it will clear all the information you have entered in the field.

Feel free to contact me with any questions.

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