

# Quick Reference Guide



## **Disbursements**

- Two signatures are required on all checks over \$1,000
- A district employee cannot be a check signer on any PTO / Community Support Groups checking accounts, this includes and is not limited to lunch room monitors
- A check should not be made payable to the same person signing the check, for example, if a check is written to Sue Smith, Sue Smith cannot be a signer on that check
- An internal check request form needs to accompany all checks written. Two approvals are required; the person requesting reimbursement cannot be the same person approving the reimbursement
- All receipts must be original and attached to the internal check request form
- Payments made to vendors: need to be made from invoices not statements
- If making a payment for allocation of PTO funds to schools, have the school secretary give the PTO a receipt of the funds received, and include with the receipt a copy of the minutes approving the expenditure
- Checks should never be made payable to cash
- Voided checks need to be kept and the signature portion of the check cut out
- Any payment made to an individual for services rendered, must be made through the district's accounting department. A completed W-9 form, check request, casual worker authorization form and a check made payable to the district to cover the funds must be sent to the district
- PTO's and Community Support Groups are not sales tax exempt
- No blank signed checks should ever be given out

## **Receipts**

- All cash must be counted by two person; an internal deposit form must be used and signed by both persons counting cash
- A deposit slip must be filled out, one copy file, one copy to the bank before the cash leaves the building. No cash should ever be taken off the premises unless it is going to the bank for deposit
- Deposits must be made once an amount to be deposited is \$500 or once a week, whichever come first

## **General**

- All bank statement must be mailed to the administration office. The cut-off date for all bank accounts should be the end of the month
- Request for Fundraiser Form must be signed by building administration and a copy sent over to the District Business Department
- No use of ATM, Debit or Credit cards held in the groups' name
- Make sure that all bank accounts have been approved and identified to the board office