



Building Better Futures

# Marlow Public Schools

## Activity Fund

### Procedures Manual

Marlow Activity Fund Office

Central Office

407 W. Seminole (physical)

P O Box 73 (mailing)

Marlow, OK 73055

Office: 580-658-2719

FAX: 580-658-6455

Updated: 1/9/2023

### Activity Fund Purchase Requirements

1. All activity fund sponsors **MUST** use pre-numbered receipt books. These may be picked up from Mrs. Claborn in Central Office.
2. Pre-numbered receipt books and a deposit slip are to be turned in to the site secretary each time a deposit is to be made. Receipt books will be reconciled with deposit and returned with deposit confirmation to sponsor.
3. Completed receipt books must be turned in to Central Office for audit records at the end of each school year.
4. All monies for any activity subaccount must be turned into the site secretary.
5. **An activity fund purchase order with PO# is required BEFORE any purchase is made.**
6. Schools cannot pre-pay for items and merchandise. All items/merchandise must be received and inventoried before payment will be made.
7. Invoices for items/merchandise must be marked "OK TO PAY", dated, and signed by sponsor, and submitted to Central Office for each purchase made. A cash register tape cannot be accepted unless it is itemized, dated and name of business is pre-printed on the tape. You must write "OK TO PAY" and sign the cash register tape.
8. Cash purchases for reimbursement for employees must have an Expense Reimbursement Form (yellow envelope) attached to the purchase order.
9. All deposits should be made to the site secretary by 2:30 pm each day.
10. No checks will be cashed for individuals out of the activity fund account.
11. No sports officials' checks will be cashed from gate receipts.
12. No cash payments of any type will be made out of Activity Funds.

13. Any activity events involving admission charge must use pre-numbered tickets. These include athletic events, school dances, plays, musical programs, etc.
14. When ordering items for students, students must pre-pay before the order is placed. Collect all monies before placing the order.

## Procedures for Activity Account Purchases

1. Complete a GREEN\* requisition form in full. Information that must be included:
  - a. Vendor Name and Address
  - b. Activity Account Name and Account Number
  - c. List the items that will be purchased, including the quantity and amount.
  - d. Total cost of order. DON'T FORGET – Include shipping. Avoid underestimating shipping costs as these have grown considerably.
  - e. NOTE: it IS allowable to overestimate a small amount to ensure purchase is covered. However, you must have the funds in the account to cover a PO or it will be rejected!

\*Green requisition forms are kept in each site's administration office. Check with your principal if you're not sure where to get one.

2. After completing the GREEN requisition form in full, send the requisition form to your administrator for approval.
3. Once site approval is granted, the requisition form then goes to Mrs. Claborn's office in Central Office for final approval. **AFTER** final approval, Mrs. Claborn will assign the requisition a PO #. *If this is the first purchase from this vendor, you are responsible for securing a W-9 form from the company and submitting it to Central Office with your GREEN requisition paperwork.*
4. The newly approved requisition becomes a PO and will be returned to you. **YOU MAY NOW ORDER OR MAKE THE PURCHASE!**
5. **NEVER MAKE A PURCHASE UNTIL YOU HAVE AN APPROVED PO#!**
6. After purchase, keep all receipts, invoices, etc.
7. On each invoice, receipt, register tape, etc., write "OK TO PAY", sign, and date. Attach a copy of the PO to these.
8. Return all documents in a **TIMELY MANNER** to Mrs. Claborn for payment.
9. **REMEMBER:** in order to make payment, Central Office must have at least one of the following signed and dated items: original invoice or *itemized*, sales receipt. Schools cannot pay from packing slips.

10. If this order completes this PO, please indicate by writing "CLOSE THIS PO AFTER PAYMENT" and date. The remaining funds, if any, will then be released for use of further purchases at a later date.

### Fundraiser Information

1. Fundraisers MUST be approved by the Marlow Board of Education (BOE) BEFORE the fundraiser begins. Requests for fundraiser activities must be submitted a least one week prior to the upcoming BOE meeting. Fundraiser request forms may be found on the schools' website under the tab faculty and staff information.
2. If changes are made after a fundraiser is approved, it must be re-submitted to the BOE.
3. It is highly recommended sponsors make copies of invoices, receipts, logs, forms, etc.

### Policies for Collecting Money

1. When collecting checks, ensure they are made payable to: Marlow Public Schools or the Activity Account.
2. All funds collected must be receipted and deposited into the school activity fund account. *Deposit slips are located on the schools' website under Faculty and Staff Information.*
3. **RECEIPT – RECEIPT – RECEIPT – WRITE RECEIPTS!** Get a receipt book from Mrs. Claborn. NEVER collect money without writing a receipt. A log sheet is allowed if collecting under \$10 per student– for example a field trip, classroom planners, etc. Keep a log sheet of students' names and amounts collected. Total the log sheet and turn in as a receipt with the money collected.
4. **NEVER TAKE YOUR EVENT DEPOSIT HOME OR LEAVE IT IN YOUR CAR OR CLASSROOM.**
5. **Deposit Funds Daily.**
6. To deposit money in your account. Fill out a deposit slip (found on the school's website under the Faculty & Staff Information tab). List coins

- and dollar amounts with subtotals. Total your deposit. Print and sign your name. Have a witness print and sign their name.
7. Bring the receipt book and the activity fund deposit slip to the site secretary.
  8. The site secretary will verify your totals – document it in your receipt book – and take your deposit to the bank.

### Using the School Credit Card

1. Write a **GREEN** requisition form to vendor: Card Member Services (no address needed).
2. In the description area of the requisition form, list the business(es) you intend to do business with.
3. List items and prices in description area making certain to total the requisition form.
4. Secure your site principal's signature and bring the requisition form to Mrs. Claborn in Central Office.
5. When a PO# is assigned, you will be notified.
6. Then, schedule an appointment with Mrs. Claborn to check out the school credit card and sign the acknowledgment of receipt form.
7. **NO TAX** may be charged to the credit card so make certain to get a tax exempt form from Mrs. Claborn at that time.
8. After making your purchase(s), return the credit card and signed receipts to Central Office. Complete the Credit Card Claim Form (*blue envelope*) and secure the required signatures.
9. Make certain Mrs. Claborn or one of the office staff has possession of the credit card before you leave the office.

### Contracts

1. Board approval is required for all contracts or agreements made between Marlow Public Schools and a vendor.
2. Contracts must be BOE approved prior to services being performed.
3. Persons having direct/unsupervised contact with students must have an approved background check prior to contracted services.



## Request for Activity Account

Name of Account: \_\_\_\_\_

Purpose of  
Account: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor(s)/Person(s) Responsible for this account:  
\_\_\_\_\_

Name and Site

Administrator for Account  
(Name/Title/Location): \_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Date approved by BOE \_\_\_\_\_ Proj Acct # \_\_\_\_\_

Account Name \_\_\_\_\_







**MARLOW PUBLIC SCHOOLS**

**ACTIVITY/SITE ACCOUNT AFFIDAVIT OF RESPONSIBILITY**

**SCHOOL YEAR: 20\_\_\_\_\_**

**As an MPS sponsor/staff of an activity account I acknowledge:**

- 1. I have read the handbook.**
- 2. It is my responsibility to maintain proper receipts and documentation.**
- 3. I may be contacted at any time by District personnel and/or by the District Contracted Auditor for audits of my records.**

**I acknowledge that I have received training on the District's policies and procedures for financial transactions which includes receipting money and making purchases. I understand that violation of these policies and procedures may result in an official write-up/reprimand and/or having to pay for purchases I have made that do not follow those procedures and or removal from the responsibilities of activity account as an MPS sponsor/staff. I pledge to adhere to the procedures and responsibilities as directed therein by the Board of Education of Marlow Public Schools.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**