

WHAT'S NEW IN FINANCE

PURCHASE ORDERS 101 - FIRST THINGS FIRST! Always submit a purchase order to the Finance Office **BEFORE** you place an order or go shopping. A PO is not valid until it has been processed in Finance with a number and then approved and signed by an administrator. Once your PO has been processed, the sponsor will receive a copy and purchases may then be made. **It takes one to two business days to process a purchase order.**

Please use the current version of the purchase order available online on the TJ Staff Intranet. Purchase order forms are also available in the Finance Office.

DEPOSITS 101 – When collecting fees from students, please make the deposits **DAILY**. Do not keep cash and checks in your classroom, desk or file cabinet over night. Please date the deposit slip the day you bring the deposit to the Finance Office. **A list of students is required for all deposits except fundraising deposits and ticket sales.** Please make sure all checks are signed and all staples are removed and the check memo line records the activity and the name of the student. **Sponsors must sign the deposit slips.** Your signature means you have done a second count and the deposit numbers are correct. A copy of the verified deposit slip will come back to the sponsor in one to two business days.

REIMBURSEMENTS 101 – **Original itemized receipts** are required for all reimbursement requests. **Receipts should be submitted within five days of the purchase.** Please attach the receipts to your copy of the approved purchase order. Put the name and address of the person to be reimbursed on the receipt. Reimbursements generally take five business days if all the necessary documentation is attached. Requests for reimbursement for purchases made in the previous school/fiscal year cannot be accepted. **All FY 2014 purchase orders will be void after June 30, 2014.**

BIDS AND CONTRACTS 101 – All purchases between \$5000 and \$10,000 require **three bids**. Attach the bids to the purchase order when the PO is submitted. **All contracts must be reviewed/approved by FCPS Risk Management and signed by the principal. Only the principal can sign agreements, acceptance of quotes, and contracts on behalf of the school.**

ORDERING 101 - Please indicate on the purchase order if you want the Finance Office to place your order. **The purchase order must include the name, address, phone number and fax number of the vendor. Please include item numbers and prices.** If Finance places the order, a copy of the PO indicating the date the order was placed will come back to the sponsor. When orders are received, please give the packing slips to the Finance Office.

SALES TAX 101 - FCPS does not pay sales tax on purchases of materials and supplies for instruction and students. Sales tax will not be reimbursed. Sales tax **IS** paid for hotels and restaurants and for purchases made for staff and parents and is reimbursable. The sales tax exemption number is on the purchase order and school credit cards.

PROCUREMENT (CREDIT) CARDS 101 - The school has local and appropriated credit cards that can be signed out and used by **staff members** after purchase orders have been approved. The local credit cards are used for the convenience of small (under \$1000) local purchases and for travel by teams and clubs. There are restrictions on the use of school credit cards for online purchases. **You cannot fax or email the credit card number.** Appropriated credit cards cannot be used to purchase food. **Purchases from foreign vendors are not allowed with a school credit card.** The *Employee Acknowledgement Disclosure* form must be signed and approved by the principal before using the school's credit cards. The order confirmation and a receipt or invoice showing payment by credit card are required when you return the credit card to the Finance Office.

COLLECTING FEES FROM STUDENTS 101 - The deadline for collecting fees for instructional **field trips** should be two weeks before the date of the trip. (Charter bus companies require full payment two weeks in advance of the trip.) **Tee shirts** sales should be by **prepaid orders** so the funds are in the account to pay the vendor's invoice when the tee shirts are ordered. Students paying by cash should always receive receipts for their payments. Receipt books are available in the Finance Office.

STUDENTS 101 - **Students cannot place orders or use the school credit cards or sign purchase agreements or contracts or be the contact person for activities or events contracted with outside vendors. Students cannot sign deposit slips and purchase orders. Students do not have access to the online purchase orders.**

PIZZA BAKE SALES 101 - **Clubs are responsible for placing the order for their pizzas the day before the bake sale.** Place the order under the name of TJ and give the main school phone number. Tell the pizza vendor the Finance Office will call the morning of the delivery with the school's credit card information. Request delivery at 1:50 PM for the 2:00 PM break. The sponsor placing the pizza order should come to the Finance Office the morning of the bake sale to confirm the order has been placed. **Purchase orders for bake sales must be submitted five days before the sale.**

EMERGENCIES 101 - Failure to plan in advance on your part does not constitute an emergency in the Finance Office. ☺ Please remember - it generally takes **one to two business days to process a purchase order** and **two to three business days to process a check request** - if the approved PO has all the supporting documentation attached and two administrators are in the building to sign checks. Please plan ahead for unanticipated construction disruptions!