

# GROVE PUBLIC SCHOOLS

## Activity Account Policy Guide

Activity fund policies originate from the Oklahoma State Law, Title 70, O.S. 2001, 4033.1; the Board of Education shall exercise control of all Activity Funds.

- 1. There must be enough money in the Activity account prior to completing a purchase request. The Activity account can at no time go into the negative balance.**

No purchase will be made by any employee of the district, **prior** to acquisition of a purchase order number from the District Activities Fund Clerk. This will also require proper documentation and appropriate signatures. **The purchase order is not approved until the Superintendent signs. The purchase order date is the date that the Superintendent signs.**
- 2. All purchase orders will be filled out completely with complete addresses and complete description of what is being purchased.**
- 3. All purchases that have items totaling \$2,000 to \$10,000 MUST HAVE a written quote from the supplier attached with at least 2 different vendor quotes attached to the purchase order PRIOR to approval.** Computer, printer, software, technology items, and I-pad purchases **must be sent to Dustin Crowder at the High School for approval and signature (BEFORE) coming to the Superintendent for approval.**

**Items \$10,000 or over shall be secured by SEALED QUOTES** or by formal request for proposal in accordance with specific procedures established by the Superintendent. Must have a minimum of 2 vendor quotes, if possible. Purchase order or contract must be submitted to the board of education for approval before award is made. **—See Superintendent's office for instructions on sealed quotes.**
- 4. Employees who initiate unauthorized purchases, which obligate the school district, will be responsible for amount of said purchase.**
- 5. Any illegal purchase will be reported to the administration through the use of the "Illegal Expenditure Form" (red sheet). The completed form will remain attached to the purchase order for auditor purposes.**
- 6. Meal reimbursements will be reimbursed only for overnight trips.** These are to be done on green sheets. This form will be numbered and will take the place of a purchase order. Pink sheets should be completed upon your return with **signed and**

**itemized receipts. Credit and debit card receipts will not work. They must be itemized.** These are due within the 10 day policy.

7. **Each site secretary/or clerk will check in all orders. Packing slips and bills are due within 3 days of receipt. If no packing slip a copy of purchase order signed ok to pay can be turned in.**
  
8. Activity purchase orders are due in the Superintendent's office by **Tuesday** in order to get a check on **Friday**. **Checks are done on Fridays only unless previous arrangements have been made**. There must be a signed bill or packing slip for every purchase order in order to produce a check. Bills must be **original, dated, and itemized invoices**. **Fax copies are not allowed per our auditors**.
  
9. **\*\* THE SPONSOR DOES THEIR OWN ORDERING FOR ACTIVITY FUND, EXCEPT IN THE MONTH OF JULY, THEN TINA WILL ORDER ALL.\*\***
  
10. Hotel purchase orders: Need to find a hotel that will direct bill. **RESERVATIONS ARE TO BE MADE BY THE EMPLOYEE AND HELD ON THEIR CREDIT CARD OR A SCHOOL ONE IF NEEDED**. A bill should be brought back and turned in within the 3 day policy.
  
11. **ACTIVITY FUND PURCHASE ORDERS WILL CLOSE OUT BY MAY EACH YEAR.** ( Unless the Superintendent states otherwise.)
  
12. Monthly printouts will be sent to principals at the end of each month and will be given to appropriate sponsors.