

ELIDA LOCAL SCHOOLS

SALES PROJECT POTENTIAL

GUIDELINES

All student activities and fundraisers(except for PTO events) are required to file Sales Project Potential forms. Regardless of the fundraiser size, these forms must be filed.

The forms are used to meet the audit requirements that fundraisers are conducted in accordance with Board policy and reviewed for accuracy. The form filing process consists of the following:

Step 1: File "Approval Form" with Superintendent two months prior to sales project.

Step 2: File "Reconciliation Form" with Treasurer, within two weeks after completion of the project.

General Guidelines

Receipts

1. Student rosters should be maintained and reviewed. Advisor should be able to document what happened to student's inventory of product.
2. All money is to be deposited,(with a "Pay-In") with the Treasurer within a 24 hour period.
3. Students should be given receipts for money turned in or documented on a student roster.
4. Advisors who fail to turn money into the Treasurer could be held liable for a finding for recovery.
5. Advisors should keep all "Pay-In" copies(pink) for their records.

Disbursements

1. POs (purchase orders) must be used for every purchase.
2. It is not legal to order or purchase materials before a PO has been approved.
3. Prior to the issuance of a purchase order, a requisition must be filled out and approved by the Principal.
4. Allow one week for the requisition to be turned into a PO and approved by the Treasurer and Director of Business.
5. Once a PO is approved, the green copy is returned to the advisor to be filed and the advisor is free to order the materials/services.
6. When the invoice arrives, the advisor should approve the invoice, and forward to Treasurer for payment.

KEEP ALL RECORDS INVOLVED WITH STUDENT ACTIVITIES

ALL RECORDS FOR STUDENT ACTIVITIES SHOULD BE KEPT ON FILE FOR TWO YEARS