



Montgomery County Financial Procedures

Updated July 1, 2017

DEPOSITS

- Money collected **MUST** be dropped **DAILY** in the school safe with a multiple receipt form.
- All students 3rd grade and older **MUST** sign the multiple receipt form themselves when turning in money to teachers.
- You will receive a receipt for any money turned in on a multiple receipt form in your mailbox the following day. Please keep these receipts for reference for each school year.

FUNDRAISING

- Fundraiser Approval Forms may be found on the district website. They **MUST** be completed and approved by the School Board prior to conducting the fundraiser. Around the 10th of each month is the deadline to submit those to be on that month's School Board Agenda.

PURCHASING

- Fillable Requisition Forms are available on the district website or each school office.
- Please fill out the Requisition Form completely.
 - Ex. Amount, Code, Requesting Employee, Approval Signature
- Please be as detailed as possible in the description of your items on your Requisition.
 - Ex. Instead of just supplies you can describe pencils, notebooks, markers etc.
- Approved Purchase Orders are required to be able to make a purchase. **DO NOT** order or buy anything before you have an approved Purchase Order.
- Check your email daily. Account clerks are emailing copies of your approved purchase orders to you as well as sending a copy to the attendance clerk at your school. Once you receive that approved purchase order, you may order your items. Unless it is prearranged or an Amazon order, your account clerk will not be ordering your items. If you haven't received your purchase order after a week, contact us.
- Unless it is an emergency, you cannot get an approved purchase order the same day a requisition form is turned in to central office or to your account clerk. Once a requisition form is turned in, it goes to Dr. Thompson that afternoon to get signed and then the purchase orders are entered the following morning.



Montgomery County Financial Procedures (Continued)

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- When you receive all items for a purchase order, sign that all items have been received and send us your packing slip. When you receive an invoice or hotel folio, sign and send that also.
- Money should be collected before filling out a Scholastic book order requisition.
- Before turning in a requisition to Amazon, employees need to complete a competitive quote (available on the district website) to show Amazon is offering the lowest price for that item. The quotes and completed competitive price quote must be submitted with the requisition.
- It is requested that you order from an approved vendor (www.kpc4me.com) unless a specialty item is needed.
- Meals for overnight travel are reimbursed at the per diem rate. Include a copy of your conference agenda/itinerary when requesting meal reimbursement.
 - Breakfast - \$8 Lunch - \$10 Dinner \$18
- Reimbursements for mileage will be processed after trip and travel forms have been completed.
- Employees are responsible for filling out their own requisitions, multiple receipt forms, travel reimbursement etc. If an employee has any questions, please make sure they contact the Accounting Staff at Central Office for assistance. 859-497-8760

CONTACT INFORMATION

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