

DISBURSEMENTS/EXPENDITURES – Supplemental Information

School District of Okaloosa County

Updated 11/06/2013

I. Prohibited Expenditures

A. The following expenditures are PROHIBITED:

1. Equipment, supplies, forms, and postage for curricular or classroom use for which School Board funds are available. *
2. Curricular-related travel; professional, technical, or consultant services; or other items for which School Board funds are available. *
3. Articles for the personal use of any student, employee, or other person; except those items which are identifiable as being in recognition of service or promotion of school activities and those items identified under Rule 6A-1.043, FAC, Promotion and Public Relations Expenditures. This includes medicines. Specific authority is granted for First Aid supplies.
4. Personal memberships or subscriptions. Student-service organizations may elect to make contributions, subject to the approval of the principal. Membership for the school in the local Chamber of Commerce is allowable.
5. Salaries or other compensation for duties or assignments which are the responsibility of the School District. This includes all positions and supplements during the school year. The only exception is the position of Lunchroom Monitor. Summer extracurricular positions are not considered a School District responsibility.
6. Loans, credit, or accommodation purchases for anyone.
7. Repairs and maintenance of School Board equipment for which School Board funds are available. *
8. Purchases from base exchanges, commissaries, or any purchase where military affiliation is required.

*Revenue derived from vocational education production shops may be used for these purposes.

II. Check Requisition/Transfer Form

- A. The Check Requisition/Transfer Form (MIS 4003) is provided for use at the school level in controlling all expenditures from Internal Accounts.
- B. This form shall be completed and signed by the appropriate sponsor before any expenditure or transfer may be made.
- C. It is recommended that each organization have a backup sponsor.
- D. A list of sponsors and backup sponsors should be maintained in the bookkeeping office.
- E. If funds are held in a trust account for a school support organization, the designated officer is considered the sponsor for the purpose of requesting checks and/or transfers.

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- F. The completed white and yellow copies of the Check Requisition/Transfer Form, along with appropriate documentation, shall be given to the bookkeeper. The requestor shall keep the pink copy for his/her records.
- G. Should an emergency arise and the sponsor is not available, payment may be made and the sponsor may sign the Check Requisition/Transfer Form upon return to work. The emergency situation shall be noted on the Check Requisition/Transfer Form.

Sample: Check Requisition/Transfer Form

- ‘Account’ – Account from which money is being paid
- ‘Date’ – Date of request
- ‘Payable To’ – Self-explanatory
- ‘Address’ – Not necessary if the address is on the attached invoice/receipt
- ‘Amount’ – Self-explanatory
- ‘Description’ – Self-explanatory
- ‘For Resale’ – Self-explanatory
- ‘Sponsor’ – Individual in charge of funds for the account
- ‘Treasurer’ – Organization officer, if applicable

SCHOOL DISTRICT OF OKALOOSA COUNTY CHECK REQUISITION/TRANSFER FORM				MIS 4003 REV 07/05
ORIGINAL, ITEMIZED INVOICES AND/OR RECEIPTS MUST ACCOMPANY CHECK REQUEST.				
ACCOUNT:	Football	DATE:	8/30/2005	
PAYABLE TO:	Sports-R-Us			
ADDRESS:				
AMOUNT:	\$350.00			
DESCRIPTION:	10 Helmets		FOR RESALE?	YES__ NO <u>X</u>
APPROVAL SIGNATURES				
SPONSOR:	Head Football Coach	TREASURER:		
BOOKKEEPER:		PRINCIPAL:		
DUPLICATE COPY OF CHECK REQUEST WILL BE RETURNED TO SPONSOR/TREASURER AFTER CHECK IS ISSUED.				
FOR SCHOOL BOOKKEEPER USE ONLY				
ACCOUNT				AMOUNT
CHECK NO.:		TRANSFER NO.:		DATE ISSUED:

III. Invoices/Receipts

- A. **All** disbursements shall require an original, itemized invoice or original, itemized receipt. Itemization is defined as having full details of the purchase, including a description and price for each item purchased.
 1. If the invoice is from an individual, the invoice must be signed by the vendor.
 2. No disbursement shall be made using only a vendor’s statement.
 3. No reimbursement shall be made using an individual’s charge card statement.

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4. The payee on the invoice/receipt must be the same as the payee on the Check Requisition, unless the payment is a reimbursement.
 5. The amount on the invoice should be the same as the amount on the Check Requisition. If it is not, adequate documentation on the invoice or the check requisition should be present stating how and why the amount being requested is different.
- B. The invoice or receipt shall be attached to the check request prior to writing the check, unless an advance check is being issued. In the case of an advance check, the itemized invoice or receipt shall be returned to the bookkeeper after the purchase.
- C. See **DISBURSEMENTS – SPECIAL** for further information on check advances and other special situations.

IV. Vendors

- A. Before writing a check, the vendor must be entered into the internal accounting system.
- B. It is recommended that a vendor be required to complete MIS 2079 “Vendor Application & Substitute Form W-9.” This form will provide the information a school needs for its records. This is especially important for those vendors requiring a Form 1099.
- C. The Tax ID Number or Social Security Number must be entered without dashes and/or punctuation of any type in order for the software to properly consolidate Forms 1099.
- D. Form 1099 Requirements:
1. Schools are required to send a 1099 to all individuals, partnerships, and unincorporated businesses that have provided a service to our schools.
 2. Schools do not send a 1099 to vendors receiving reimbursements or refunds. This includes teachers receiving Florida Teachers Classroom Supply Assistance Program funds. These funds are simply an advance reimbursement.

V. Writing a Check

- A. Insofar as practicable, all checks should be printed using the computerized accounting system. A manual check may be required when the software or computer is not working or the bookkeeper is out.
- B. The school should strive to pay bills in a timely manner and take advantage of all available purchase discounts.
- C. The bookkeeper shall use the completed Check Requisition/Transfer form and supporting documentation to write each check. Under no circumstances are checks to be written without the properly completed paperwork.
- D. The bookkeeper shall determine whether or not sales tax is due by reviewing the invoice and the sponsor’s response on the Check Requisition.

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- E. If an error in account is discovered after the check has printed, this may be corrected with a Journal Entry/Adjustment – Check to Wrong Account (bookkeeper keying error) or Journal Entry/Fund Transfer (sponsor error). All Fund Transfers must be accompanied by a Check Requisition/Transfer Form. (See JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS.)
- F. All other errors will require voiding the check and reissuing.

VI. Completing the Disbursement Process

- A. The bookkeeper shall sign the Check Requisition/Transfer Form and enter the following on the Check Requisition Form under “For School Bookkeeper Use Only”:
 - 1. Account number,
 - 2. Amount of check,
 - 3. Check number, and
 - 4. Check date.

(See Sample: Completed Check Requisition/Transfer Form)
- B. The following shall be submitted to the Principal for approval:
 - 1. Check,
 - 2. Check request, and
 - 3. Documentation (itemized invoice or receipt, information for check advance).
- C. The Check Requisition/Transfer Form shall be signed by the Principal indicating his/her approval. If the Principal does not approve the expenditure, the check will be voided.
- D. The check shall be signed by two authorized individuals.
- E. The bookkeeper shall then stamp the invoice ‘paid,’ remove the yellow copy of the Check Requisition, and tear off the stub of the check.
- F. The original check shall be given or mailed to the vendor or sponsor.
- G. The yellow copy of the Check Requisition shall be returned to the sponsor.
- H. The Check Requisition Packets consist of the white copy of the Check Requisition, Check Stub, and *Original Invoice/Documentation* stamped paid.
 - 1. If a disbursement was made using Petty Cash or reimbursing the District VISA, the original invoice/documentation will be in the District office. In these cases, a *copy* of the invoice/documentation will be in the Check Requisition Packets.
- I. The Check Requisition Packets shall be filed by check number, most recent on top.

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Sample: Completed Check Requisition/Transfer Form

SCHOOL DISTRICT OF OKALOOSA COUNTY		MIS 4003	
CHECK REQUISITION/TRANSFER FORM		REV 07/05	
ORIGINAL, ITEMIZED INVOICES AND/OR RECEIPTS MUST ACCOMPANY CHECK REQUEST.			
ACCOUNT:	Football	DATE:	8/30/2005
PAYABLE TO:	Sports-R-Us		
ADDRESS:			
AMOUNT:	\$350.00		
DESCRIPTION:	10 Helmets		
		FOR RESALE?	YES _ NO <u>X</u>
APPROVAL SIGNATURES			
SPONSOR:	<i>Head Football Coach</i>	TREASURER:	
BOOKKEEPER:	<i>Ima Bookkeeper</i>	PRINCIPAL:	<i>Principal</i>
DUPLICATE COPY OF CHECK REQUEST WILL BE RETURNED TO SPONSOR/TREASURER AFTER CHECK IS ISSUED.			
FOR SCHOOL BOOKKEEPER USE ONLY			
ACCOUNT			AMOUNT
1-010.00			\$350.00
CHECK NO.:	1234	TRANSFER NO.:	
		DATE ISSUED:	9/2/2005

VII. Manual Check

- A. Insofar as practicable, all checks should be printed using the computerized accounting system. A manual check may be required when the software or computer is not working or the bookkeeper is out.
- B. Completing a manual check involves:
 1. Typing the check (or printing neatly),
 2. Removing the check stub, and
 3. Making a copy of the check for the bookkeeper.
- C. The Check Requisition/Transfer Form, copy of the check, and check stub shall then be used to enter the check into the accounting system once the bookkeeper has returned.
- D. Manual checks will be entered into the accounting system before writing any additional checks.
 1. On the "New Check" screen, change the "Date" and "Check Number" to reflect the information on the manual check. All other data will then be entered as usual, and the check will be saved.
 2. Go to the "Post Check" screen to post the manual check.
 3. Print a Check Register for the manual check and attach it to the Check Requisition Form.
 4. When the next regular check is printed, change the "Starting Check Number" to the next check to be printed and hit Tab.

VI. Checks Processed Electronically

- A. As stated in the Internal Funds Manual, “under no circumstances shall *automatic* electronic withdrawals be made from the checking account.”
- B. Paying sales tax to the State of Florida electronically is permissible as this is not an automatic electronic withdrawal; authorization is required for each payment.
- C. In addition, some vendors are processing checks electronically. This is not considered automatic as there must be an appropriately signed check authorizing the expenditure.
- D. Should a vendor process a check electronically, the check should be returned to the school.
 - 1. The school shall note on the check “Cashed Electronically” and the date.
 - 2. The check will be filed in the monthly folder with the bank statement as the bank statement will not include a copy of the check.
 - 3. Do not remove the signature lines as it is necessary to see that the expenditure was authorized.
- E. Electronic checks may not be processed for more than the face value of the check.

VII. Voiding a Check

- A. Should it be necessary to void a check,
 - 1. Write “VOID” across the face of the check and
 - 2. Remove the signature block.
- B. The check shall be filed in the monthly folder with the completed check requisitions in numerical order.
- C. Void the check in the accounting system.