



SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM: 2025-041

CONTACT: Suzie Gander, Accountant
Budgeting & Financial Services

TELEPHONE: 833-5854

TO: School Principals

FROM: Julie Perry, Chief Financial Officer

A handwritten signature in blue ink that reads "Julie A. Perry".

DATE: May 2, 2025

SUBJECT: Updated Internal Funds Site Purchasing Card Procedures

We have revised the Internal Funds Site Purchasing Card procedures in an effort to improve efficiency. Rather than the Principal signing a Request to Use Internal Funds Site Purchasing Card form (MIS 5430) every time a Site Card is checked out, the Principal may authorize Sponsors of the accounts to use the Site Cards each year. This is done as part of the annual Internal Funds Account Verification process. The principal's signature on the Internal Funds account list provided by Budgeting confirms authorization of specific individuals as account Sponsors. This authorization permits them to check out site cards without submitting the Request to Use Internal Funds Site Purchasing Card form (MIS 5430).

Below are the revised procedures for signing out an Internal Funds Site Purchasing Card.

- A. New users must still understand and sign a Cardholder Agreement – Internal Funds Site Purchasing Card form (MIS 5433). This is only needed one time, not annually.
- B. Sponsors requesting to use an Internal Funds Site Purchasing Card must complete the Internal Funds Site Purchasing Card Log (MIS 5432) by entering the required information. The log requires the Sponsor's signature and date both when checking out and returning the site card. The log and cards must be kept by the bookkeeper.
- C. The original itemized receipt and a Check Requisition/Transfer Form completed by the purchaser must be turned in to the bookkeeper as soon as possible, preferably within five business days. The Check Requisition/Transfer Form shall be made payable to the Internal Funds Visa Payable account.
- D. Please refer to the Purchasing Card Manual for complete rules regarding how the card may be used and other pertinent information.

Special Situations:

- If any school employee requests to purchase items using the Site Card that would be charged to an account of which they are **not** the Sponsor, the Request to Use Internal Funds Site Purchasing Card form (MIS 5430) is required. In these cases, the form shall be approved and signed by the Sponsor of the account being charged. Reminder: The Principal is the Sponsor of the General and Principal's Discretionary accounts.
- Should a Sponsor not follow the procedures as outlined above, the Principal has the authority to revoke a Sponsor's privilege to use a Site Card. This may be accomplished through an e-mail from the Principal to the Sponsor, copying the Bookkeeper. The Principal may reinstate authority in the same manner.

Should you have any questions or need further assistance, please do not hesitate to contact Suzie Gander at 833-5854.

cc: Internal Bookkeepers