

Herscher School Dist. #2 Instruction for Bookkeeping/Payroll Forms

Purchase Order

The following procedures need to be followed for **any purchases** paid from budget line items OR activity fund accounts.

- Fill out a “Request for a Purchase Order” form.
- Turn in the request purchase order form to the building principal for approval.
- The district bookkeeper will then create a PO and have the PO approved by the superintendent.
- Once the PO has been approved by the superintendent the district bookkeeper will then place the order.
- A copy of the PO will be returned to the requester by the district bookkeeper.
- Please allow 2 business days for processing.
- When the order is received the requester will need to fill out the green sheet and return to the district bookkeeper.
- Payment will not be released until the green sheet is received by the district bookkeeper.

P-Card Purchases

- What is a P-Card? It is a school-approved credit card for school purchases.
- An approved Request for Purchase Order must be completed for all purchases.
- Please refer to your building principal to see if this is a better option for your purchase.

Travel Request and Expense Report

- Use this form and attach it the Request for Purchase Order for attendance at any workshop/conference, etc.
- Complete the *estimated* expenses and submit form, along with Request for Purchase Order, to building principal for approval.
- District bookkeeper will generate a PO as previously explained instructions.
- Upon return from conference, complete the *Actual* expenses, attaching any receipts accumulated, and submit to building principal for approval.
- This will be submitted to the Board for approval of payment.
- The Board meets on the second Monday of each month; vouchers need to be turned in by the 1st of the month.
- Any forms submitted after the 1st of the month will be submitted to the board the following month.
- Payment is issued once a month.

Mileage Reimbursement Voucher

- Use this form to record your miles incurred due to school related functions.
- Prior administrative approval must be obtained.
- Mileage will not be reimbursed unless all information is filled out.
- Mileage should be listed from the School to your destination.
- Location is important to have noted.
- This form will be submitted to the Board for approval of payment.
- The Board meets on the second Monday of each month; vouchers need to be turned in by the 1st of the month.
- Any forms submitted after the 1st of the month will be submitted to the board the following month.
- Payment is issued once a month.

Activity Fund Deposit Record

The following procedures must be followed:

- Any time you have a deposit to the activity fund account, the money must be turned in to the building secretary with a total of your deposit.
- Any money received by sponsors/coaches/teachers must be turned in to the building secretary and kept in the safe.
- Money should never be kept in your class room or taken home over night.
- Once the deposit is reconciled by the building secretary, a copy of the receipt will be given back to you.
- If there is a discrepancy in your deposit, the building secretary will hold the deposit until you can verify the difference.
- At the close of each month, a financial report will be distributed to the building principal, with an additional copy available for coaches & sponsors for your reconciliation purposes.

Please look at these each month and contact district bookkeeper if there are any discrepancies.

Payroll

Absent From Work Report

- **Anytime** you are not in the classroom or the building for your contracted/scheduled time **for any reason** this form needs to be filled out.
- Fill out your name, Emp. #, and today's date.
- Fill out total Day(s) to be absent.
- Fill out total number of days to be absent. If days to be absent are not in a row you will need to fill out an absent form for each day.
- You will need to check the box that applies:
 1. Vacation
 2. Sick Leave
 3. Personal
 4. Professional Meeting: please specify reason you are gone.
 - (a) If your professional meeting has a financial cost you will also need to fill out a request for a PO.
- You will need to obtain prior approval before time off is taken for any reason other than calling in sick. Sick leave for a doctor's appointment that is made in advance should be pre approved.
- Please fill out this form as soon as you are aware of needing time off so that subs are easier to find. Thanks!

Substitute Teacher Time Report

This form is to be used for teachers that substitute during prep hours (in house).

- This is considered a payroll form and must be turned in to be paid.
- Please fill out date and School.
- Your name and Emp. #.
- Name of teacher absent.
- Please fill out under "other" what hour you subbed.

Certified Staff Extra Pay Request

- Use this form for all extra duties that are above and beyond your contract salary amount.
- **Do not** use this form for any salary amounts that are paid out over the 24 pays.
- Please specify what extra duty you performed.
- Use this form to be paid for duties that are paid at the time you complete the work. Examples: Detention, Tutoring, Preparation Days, Additional Classes, Summer School, Athletic Contest, Noon Duty, etc.
- Prior approval must be obtained for payment of extra duties.
- This is considered a payroll form and must be turned in to be paid.

Monthly co-Planning Report Form

Use this form to document Co-Planning meetings.

- Prior approval must be obtained for payment of extra duties.
- This is considered a payroll form and must be turned in to be paid.