

MONEY

MONEY COLLECTED BY THE TEACHER

All money collected from students or other activities must be turned in to the school secretary daily. **It should be counted with bills straightened and grouped in amounts of \$25 each, coins wrapped and checks entered on deposit slips.** A receipt will be issued.

ACTIVITY FUNDS AND OTHER FUNDS

School funds (no matter where the revenue is derived from) are not to be deposited any place except in the bank designated as the school depository. All funds (activity and other) are to be handled through the school accounting system and will be included in the annual school audit. (Deposits and Disbursements) According to Bulletin 679 School Finance.

Deposit Procedures (Activity Accounts)

Completed deposit slips must include:

- Organization Name
- How money was raised
- Tax figured if applicable

Items taxed include:

Catalog Sales

Uniforms

Items that student have to pay for

Items not taxed include:

Sodas

Food

Raffle Tickets

Testing Fees

Patricia will verify all deposits and put a receipt in your box when deposit is made.

FUND RAISING ACTIVITIES

Student projects may be more meaningful if the students themselves have had a hand in raising the funds to support the project. DISD will furnish funds for educational programs, but groups may desire additional activities that they finance. As per board policy, all fund raising must be approved annually in advance of the fund raising. All fund raising must have a definite purpose related to the purposes of the group. An application must be completed and approved before any fund raising under the auspices of the school can be conducted. One copy will remain with the principal. Only those approved by the principal will be allowed in or out of the activity fund. (See DISD regulation FJ-R)

A teacher should be able to account for all money that she/he handles.

Receipts should always be given to students for money received.

In accordance with Board Policy CFD(LOCAL) and Regulation CFD-R1, fund raising by students, student organizations, parent organizations, and booster clubs for charitable donation to individuals or other organizations is prohibited.

All funds raised through approved student fund raising events, regardless of sponsoring organization, shall benefit the students who raised the funds, the campus they attend, or the program in which they participate.

Students may not be solicited for donations for any purpose. Adult staff members may be solicited for donations for charitable purposes but no staff member shall be expected or coerced to give. For purposes of this directive, donation shall mean the giving of money or goods with no resulting benefit to the donor.

TAX EXEMPT FORMS

The school district has tax exempt forms that are accepted by most motels, hotels, and car rental agencies. Please ask the financial manager or the assistant superintendent for tax exempt forms as you plan your travel.

BUDGET-REQUISITION-SUPPLIES

Dumas Schools operate on a budget which has been approved by the Board of Education. Each year, each teacher is requested to make a list of supplies, materials, and travel for the school year. Once this list has been approved, each teacher and each department is expected to function properly with the approved budgeted requests.

Below is a list of important items concerning the use of requisitions and budgeted supplies and materials:

1. Budgeted accounts are not to be overspent.
2. An employee of Dumas Independent School District who placed an order without an approved purchase order will be required to return the items or pay the invoice.
3. All purchases are to be made by an approved purchase order.
4. Every effort should be made to compare prices locally with Dumas retail merchants. If the goods are available and comparable in price, local merchants should be given the opportunity to provide the goods.
5. If you are planning an activity that requires funds, check with your principal or director at least four (4) weeks prior to the activity. Your principal or director will ask you for information in computing costs.
6. After the principal approves your request for funds, a purchase order will be sent to the business office.
7. As a computer prints our checks, it is necessary that you plan for your expenses well ahead of the event.
8. To be reimbursed for out-of-pocket purchases of classroom supplies, a receipt is required to be submitted within 30 days. The district will not reimburse any tax paid.

REIMBURSEMENT RATES AND METHODS

Reimbursement will be based on the most economically advantageous means of travel for the school district. Reasonableness shall be the main measure in selection of lodging. Proper forms must be filed prior to any reimbursement.

A. Transportation

1. Reimbursement of approved travel in private-owned vehicles shall be at the T.E.A rate. When district-owned vehicles are used, no reimbursement will be paid. The district will pay for fuel and other actual expenses.
2. Reimbursement for air travel will be at coach rate only. Ticket stubs must be attached.
3. Reimbursement for necessary taxi service will be paid upon filing of receipts for same. Reimbursement for car rental will be paid only if rental is approved prior to travel taking place.

4. Reimbursement for necessary parking lot fees will be paid upon filing of receipts for same.

B. Lodging

Reimbursement for hotel/motel expense when necessary will be paid upon filing of receipts. When applicable, rooms should be shared. Use tax exempt forms when possible..

B. Meals

The maximum reimbursement for meals, when warranted, shall be:

Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$10.00

or \$28.00 per day if three (3) meals are to be reimbursed for a given day.

C. Other Travel Expenses:

Reimbursement for required registration fees, and luncheon or banquet tickets will be paid upon filing of receipts. Gratuities, entertainment, expenses of spouse, and other personal expenses will not be reimbursed.

D. Mileage Chart

The distances listed are to be used when completing travel forms for mileage reimbursement. The distances include mileage for some in-town travel; therefore these distances will be used even though the actual distance is greater.

Dumas to:

Abilene	350	Dallas	415	Odessa	300
Amarillo	50	Denton	385	Pampa	70
Austin	550	El Paso	475	Perryton	90
Borger	45	Ft. Worth	385	Plainveiw	140
Boys Ranch	40	Hartley	25	San Angelo	351
Brownfield	215	Hereford	90	San Antonio	550
Canadian	120	Houston	675	Sanford-Fritch	45
Cactus	15	Lamar	171	Spearman	60
Canyon	65	Levelland	205	Sunray	18
Dalhart	40	Lubbock	175		

NOTE: Staff members must stay within reasonable expenses for lodging.

It is the preference of the business office that travel expenses be claimed after the trip has been made. Partial funding may be made before the trip, if the necessity exists. Please refer to Board Policy DAL.

FLOWER, POPCORN, COFFEE & ACTIVITIES FUND

In the past, these accounts have been separate. This year we are combining the accounts to pay for popcorn & coffee supplies, flowers to be sent from the staff, and other activities which will be held during the year (luncheons, tailgate parties, etc.,). The amount set for the year is \$15.00. Please turn in to Patricia.

SECURING SUPPLIES AND EQUIPMENT

Instructional materials and equipment are to be requisitioned through the principal's office. All purchase orders will be processed through the principal's office.

TALKING WITH SALESPERSONS

All contacts outside school hours. (Not during conference period or lunch hour)

Insurance companies must furnish sample policy two weeks prior to any contact with teachers.

Faculty lists will not be furnished to salesmen.

"Red" authorization form must be obtained from central office before contact.