



Standard Operating Procedures for Schools and FMCs

Division of Financial Operations

Chapter: General School Funds and Cash Transactions

Topic 4: How Are These Monies Spent?

4. HOW ARE THESE MONIES SPENT?

4.1 Disbursement of Cash

All disbursements from the general school fund must be supported by **written approval of the principal or his/her designee**. The school treasurer must maintain copies of all approvals.

- **No expenditures** are to be paid directly from **cash collections**. Cash collected must be deposited directly into the General School Fund account.
- Except for Petty Cash Disbursements (see Section 5.7) payments for purchases are to be made by **check only**. Checks should also be used to pay the monthly bill for purchases made with a Board of Education authorized General School Funds Procurement Card; Procurement Cards are issued only through the Board by banks under contract to do so. *(Note: For additional information regarding the use of a Procurement Card for General School Fund expenditures, please contact your Director of Operations or Business Manager.)*

Note: NEVER DRAW A CHECK PAYABLE TO CASH

- Before the treasurer can make any disbursements from the general school fund account, he/she must complete a *Request for Expenditure Form*. Schools may create their own or use Exhibit F.
- The purchaser or receiver of goods or services must sign the vendor's invoice to signify that the goods were received in satisfactory condition and that the service was properly performed. In the case of services performed where an invoice is **not** customarily given, the advisor or the principal must ensure **that some form of writing** indicating that services were rendered is **attached** to Exhibit F- *Request for Expenditure* to validate the appropriateness of the service. All documentation (invoice or other form of writing) must be retained for seven (7) years for possible future audit.

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Date: February 2002 (Revised)