

1. Separate accounts shall be maintained for the various activity funds by the office clerical staff.
2. Funds are to be turned in to the appropriate office with an Activity Deposit Summary made out by the advisor. Deposit information is recorded in the district's accounting system by office staff, a receipt is printed for the advisor's records, and the money is deposited by office staff.
3. Expenditures shall be made by check with two signatures, that of the principal or district administrator.
4. Orders paid for from activity accounts will also require a purchase order. Orders for items less than \$100.00 need only the advisor and principal's signature. Orders over \$100.00 will also require the district administrator's signature.

Reference: Policy DJF

Initial Adoption: 10/19/20

Final Adoption: 11/23/20