**ORDERS\***

* **PURCHASE REQUISITIONS** – A requisition is needed for every order that is placed regardless of the source of funds. Do not purchase orders on your own. All orders must go through the secretary handling financial accounts. The requisition must be completed in full and the vendor must have an active registered vendor number with the State of Delaware. The billing address must always be the Cape Henlopen School District Business Office, 1270 Kings Hwy. Lewes DE 19958.
* The requisition must be signed by you, approved by the team leader and building administrator. All curriculum and/or technology related purchases must have prior approval from the District-Office level supervisors.
* All orders must have legible order numbers or a copy of what is to be ordered from the company, i.e. vendor quote. Any orders projected to be $5,000 or more MUST have an approved FSF Purchase Order (prior to placing the order) regardless of the source of funds.
* Orders may only be placed after receiving the requisite approvals and confirmation from the senior secretary.
* Order arrives: Return any packing slips/invoices to the secretary who places your order. Any shortages or backorders need noted.
* If this is for a student account, after order has arrived, a Payment Request Form must be filled out, signed by you, approved by your team leader and approved by the your school principal.
* If this is a fundraiser (student account), you must provide two copies of the approved fundraiser.
* If this is for a field trip (student account), you must provide two copies of the approved field trip request form.
* When invoice is paid it is then subtracted from your budget.

**REIMBURSEMENTS\***

* ***A purchase requisition form must be completed in detail requesting permission for any reimbursement***. Reimbursements are discouraged unless used in a pre-approved travel related function. Please note: you must also have a Professional development form completed and approved if this is a conference/seminar (60 days pre-approval is required). All requests for rental cars must have prior approval by the Director of Business Operations in writing to be eligible for reimbursement. Field Trip/Fundraiser approval, if required, must also be attached. (These are to be submitted for approval 4 weeks prior to an event). Plan ahead!
* After permission is granted, complete a Personal Reimbursement Form (green) t. Original receipts that are smaller than 8 ½ x 11 must be taped to a sheet of paper so that they are easily scanned by the district office. Do not tape on the receipt’s print. A copy of these receipts must also be attached. Please note: if reimbursement is for conferences/seminars you must attach two copies of: approved Professional Development form, mileage sheet log, MapQuest printout of directions showing total mileage to and from the event, and field trip approval form. If this is for a fundraiser, two copies of the approved fundraiser form must be attached. All travel reimbursements are subject to the provisions in Board Policy 613

**DEPOSITS\***

* Deposits are generally from fundraisers or field trips. On occasion, we do receive donations. Please make sure you have the pre-approved forms for these events (fundraiser/field trips) prior to collecting any monies. (4 weeks prior approval is required for field trips/fundraisers) Plan ahead!
* All monies collected must have a receipt associated with it, except for theater events.
* Theater events must have numbered ticket stubs attached (in place of receipts) with deposits.
* Deposits are completed in full on the Deposit Request Form, signed by you and turned in to be deposited daily with the secretary handling financial matters.
* All checks must be made payable to: Cape Henlopen School District or CHHS. We do not accept postdated checks so please do not accept these. They will be returned.
* Two copies of the checks are to be provided with the deposit request form.
* Two copies of the approved fundraiser and/or field trip is required.
* All monies are to be counted in front of the secretary handling the financial account.
* If the secretary is unavailable please ask your building administrator to have your deposit secured in the safe. Do not leave money on/in desks or in mailboxes.
* **Please note: you are responsible for all funds until the secretary has signed and agreed to the deposit amount.**