



ROSARY ACADEMY BUSINESS PROCEDURES

TABLE OF CONTENTS

PROCEDURES:

1. Signature Authority
2. Purchase Request
3. Expense Reimbursement Request
4. Check Request
5. Use of Rosary Academy Credit Card
6. Vendor Contracts
7. Cash Box—Request, Count, and Return
8. Cash and Checks Received
9. Event/Activity Approval
10. Business Office Clearance of Co-Curricular Activity Rosters

FORMS:

1. Employee Acknowledgement & Receipt
2. Purchase Request
3. Expense Reimbursement Request
4. Check Request
5. Vendor Contract Checklist
6. Cash Box Request Form
7. Cash Box Reconciliation Form
8. Event/Activity Information Form



PROCEDURE: SIGNATURE AUTHORITY

Rosary Academy has developed a signature authority approval process. The process requires the signature(s) of authorized individuals for all GL codes and class codes applies to all purchases and accounts payable transactions including commitments that result in cash or check disbursement or binding obligation for Rosary Academy.

The process requires approvals for Purchase Requests, Check Requests, and Expense Reimbursement Requests in excess of \$100.

Level I	Up to \$100	GL Code Administrators
Level II	Up to \$500	Department Chairs / Directors
Level III	Up to \$1,000	Director of Advancement
Level IV	Up to \$5,000	Director of Business Operations
Level V	Over \$5,000	Site Administrator / Head of School

Directors include Director of Activities, Director of Admissions, Director of Athletics and Director of Campus Ministry.



PROCEDURE: PURCHASE REQUEST

Purchase Requests are to be used to request a vendor purchase (purchase order), to request payment of an invoice, or to request approval for an expense to be reimbursed. Use Purchase Request form (June 2015).

Complete vendor information to include vendor address, telephone number, fax number, and contact information. Complete "Ship to" information to include department and name of person to receive shipment. Fill in "Date Required." Date required is a specific delivery date or the invoice payment due date.

Complete the quantity, item no., description, unit price, and amount. If Purchase Request is a request for a vendor purchase (purchase order), attach all quotes from vendors. If Purchase Request is for payment of an invoice for purchase made online, attach a copy of the confirmation page. If Purchase Request is for payment of invoice already received, attach the original invoice. All documentation must be attached to the Purchase Request to be processed.

Department GL codes and class codes must be included in order for Purchase Request to be processed. Purchase Request must be signed by individuals having the appropriate level of authority **prior to purchase**. Incomplete Purchase Requests may result in the return of the form to the preparer and will delay the request.

Submit original form with supporting documentation to the Business Office for processing. Purchase Requests for vendor purchases (purchase orders) are processed weekly on Thursdays. Purchase Requests for payment of invoices are processed weekly on Thursdays. In order for a Purchase Request to be processed on Thursday, all required documentation must be received in the Business Office no later than 12:00 p.m., on Wednesday.

When the product is received, sign and date the packing slip and send to the Business Office. Receipt of the packing slip by the Business Office serves as authorization to pay the invoice and a check will be issued. **Note: Vendor invoices will not be paid without the packing slip.** Delays in forwarding the packing slip will delay payment and possibly impact future shipments from the vendor for the entire school.

If you are not satisfied with the product you have received, do not forward the packing slip to the Business Office. Contact the vendor or the Business Office for assistance in resolving the problem. You must notify the Business Office in writing if any product is returned.



PROCEDURE: EXPENSE REIMBURSEMENT REQUEST

Expense Reimbursement Requests are used to reimburse expenses incurred by employees for Rosary Academy business related reasons. Use Expense Reimbursement Request form (June 2015).

All purchases must be approved by individuals having the appropriate level of authority prior to incurring the expense. To obtain appropriate approval, complete a Purchase Request.

Fill in name as it will appear on check. Include address, phone extension, and email address. To facilitate timely payment, checks will be mailed directly to payee unless otherwise noted. Mark the appropriate box. Incomplete Expense Reimbursement Requests may result in the return of the form to the preparer and will delay the request.

Itemize expenses by date, department, GL account code, class code, reason for expense, and amount. Securely tape (do not staple) all loose original receipts to an 8 ½ x 11 piece of paper, single sided. Multiple receipts can be taped to a single sheet of paper but do not cover one receipt with another. If a receipt does not state what was purchased, please write clearly on the receipt the item that was purchased.

Submit original form with supporting documentation (include copy of Purchase Request) to the Business Office for processing. Expense Reimbursement Requests are processed weekly on Thursdays. In order for an Expense Reimbursement Request to be processed on Thursday, all required documentation must be received in the Business Office no later than 12:00 p.m., on Wednesday.



PROCEDURE: CHECK REQUEST

Check Requests are used for the following types of payment:

- A. Speaker fees
- B. Payment to vendor (no invoice)
- C. Payment to independent contractor
- D. Subscriptions
- E. Reimbursement for non-employee
- F. Employee reimbursement for pre-approved purchases

If an invoice is available, please use a Purchase Request.

Fill in payee and address exactly as it is to appear on the check. For payment to a non-employee, a permanent home address or business address is required.

Enter the business reason for the expenditure referring to the type of payment listed above.

To facilitate timely payment, checks will be mailed directly to payee unless otherwise noted. A request to mail with enclosures must be accompanied by original enclosures. Mark the appropriate box.

Enter department, GL account code, class code, and amount to be charged to each GL account. Check Requests must be signed by individuals having the appropriate level of authority for the GL code. Incomplete Check Requests may result in the return of the form to the preparer and will delay the request.

Submit original form with supporting documentation to the Business Office for processing. Check Requests are processed weekly on Thursdays. In order for a Check Request to be processed on Thursday, all required documentation must be received in the Business Office no later than 12:00 p.m., on Wednesday.



PROCEDURE: USE OF ROSARY ACADEMY CREDIT CARD

Rosary Academy credit cards may be checked out of the Business Office for Rosary Academy business-related purposes.

A Purchase Request is necessary for use of a credit card. Fill in vendor name and address. Mark the box "Credit card purchase". Include a description of the intended use of credit card. Include the GL code and class code. Requests to Purchase must be signed by individuals having the appropriate level of authority in order to check out a credit card from the Business Office.

Submit original form to the Business Office. Complete and sign out on the credit card log.

After purchases with the credit card are complete, return completed Purchase Request and credit card to the Business Office. The Purchase Request must include quantity, item no., description, unit price, and amount.

When using a gasoline credit card, include a description of the van number, odometer reading, and nature of purchase (for example: Van # 1; 10,321 miles; fill tank/car wash/OLF).

When using the Home Depot credit card, include a description of the nature and use of purchase (for example, florescent lights for use in classrooms or sprinkler heads to repair front lawn sprinklers).

Securely tape (do not staple) all loose original receipts to an 8 ½ x 11 piece of paper, single sided. Multiple receipts can be taped to a single sheet of paper but do not cover one receipt with another. If a receipt does not state what was purchased, please write clearly on the receipt the item that was purchased.

Sign in on the credit card log. Credit cards must be returned to the Business Office on the same day they are checked out.



PROCEDURE: VENDOR CONTRACTS

This procedure applies to all agreements/contracts that Rosary Academy personnel negotiate with a third party vendor. This includes, but is not limited to, equipment purchases, service contracts, equipment leases, athletic site rentals, off-site event facilities, etc.

Authorized personnel may make arrangements and negotiate with third party vendors for matters under their area of responsibility. Once all arrangements are made, agreements/contracts are to be submitted for review and signature.

The Head of School, Assistant Principal and Director of Business Operations are the only authorized signers on agreements/contracts for Rosary Academy.

Level I	Up to \$5,000	Assistant Principal/Direct of Business Operations
Level II	Over \$5,000	Head of School

All contracts must be submitted for approval no less than seven (7) business days prior to the date the contract is to be completed. Attach a completed Vendor Contract Checklist along with the original contract for signature.

Original and/or copies of all contracts (with copy of the Vendor Contract Checklist) are to be maintained in the Business Office. It is the responsibility of the person who submits the contract for approval to send a copy to the Business Office.



PROCEDURE: CASH BOX –REQUEST, COUNT, AND RETURN

When an event/activity will be collecting money during the event/activity, complete a Cash Box Request form (June 2015) to request a box (option for \$50 or \$250, special request can be made for other amounts). The Business Office must receive request three (3) business days prior to the date needed. If an event needs a larger amount, a check request form must be completed along with a breakdown on money needed by denomination.

Cash and checks must be counted by two individuals to confirm accuracy. The club moderator must supervise and verify all club deposits. First count out and make a separate deposit of the start-up cash (the amount of money the event was given from the Business Office). Complete the Cash Box Reconciliation form (June 2015). All individuals counting the money must sign the Reconciliation form.

If the event/activity is held on campus during school hours, it must be returned to the Business Office by 5 p.m., **DAILY**. If the event/activity is held after hours or off campus, the cash box must be returned to the Business Office no later than noon of the next business day. All cash box deposits are to be recorded on a numbered, multi-part receipt book. Deposits will be locked in the safe until processed by the Business Office. All cash boxes must be returned with a completed Cash Box Reconciliation form (June 2015).

The Business Office will count and verify all deposits, and take to the bank on a regular basis. Large cash deposits are to be taken to the bank the same day received.

For larger events, i.e. Advancement fundraisers, cash and checks, along with a completed Cash Box Reconciliation form, must be place in a tamperproof bag and sealed.



PROCEDURE: CASH AND CHECKS RECEIVED

Cash and checks turned in directly to the Main Office or another department (Advancement, Student Activities, Athletics, Campus Ministry, etc.) must be counted, recorded and given to the Business Office before the end of the day. A pre-numbered, multi-part receipt is to be completed for all cash received. The payer is to receive the top copy of the receipt. Note the receipt number on the check. Place the cash in a sealed envelope. Write the receipt number, name, and date on the envelope.

When a department is receiving cash and checks for an event (Red & Gold tickets, Kairos, sports uniforms and/or fees, etc.), prepare a daily deposit log indicating the date, student name (other when appropriate), check number, and dollar amount. Use the receipt number for cash in place of the check number. The Business Office can provide a spreadsheet to use.

Cash and checks must be counted by two individuals to confirm accuracy. The club moderator must supervise and verify all club deposits. All the individuals counting the money must sign the deposit form.

The Business Office will count and verify all deposits, and take to the bank on a regular basis. Large cash deposits are to be taken to the bank the same day received. All cash and checks are locked up in the safe at the end of the day.

For weekend and night events, i.e. Advancement fundraisers, cash and checks must be placed in a tamperproof bank bag, locked in a secure location. These funds are to be counted per above procedure the first business day after the event, and turned into the Business Office before the end of the day.



PROCEDURE: EVENT/ACTIVITY APPROVAL

Rosary Academy requires approval be given before an event takes place and that notification be given to the Business Office of any activities or events that involve payment of money by students or incremental expenses and disbursements specifically attributable to the activity or event. Some examples would include special club events or activities, out-of-town athletic events, department special events, etc. If you're not sure whether your event or activity falls under this procedure, please contact the Business Office for clarification.

Complete the Event/Activity Information Form with the required information. Use estimates when actual numbers are unavailable.

List known and/or anticipated expenses for the event/activity. These include, but are not limited to, facility rental costs, deposits, entertainment, tables and chairs rentals, food, transportation, travel costs, hotels, etc. Estimates are acceptable when actual dollar amounts are unavailable.

Use the "Comments" section to inform the administrator and/or Business Office of any other pertinent information for the event/activity. The Event/Activity Information form must be signed by organizer and an administrator.

A completed and approved Event/Activity Information form must be received in the Business Office prior to any disbursements being processed for the event. Complete a check request when a deposit is required for an event/activity after an Event/Activity Information form has been approved.

The club moderator or event coordinator will submit a list of participants to the Business Office as soon as the event/activity roster is available but not less than 25 days prior to the date payment is due. The participant list must be prepared in Excel (preferred) or Word in alphabetical order by student last name and include the fee per participant and the date payment is due. The Business Office will bill through FACTS, all the students listed unless payment has already been received by this time (25 days prior to the payment due date).

Payment for all co-curricular activities/events must be paid in full no later than five (5) business days prior to first day of the event. For events or activities involving student participation, please refer to Rosary Academy Procedure: Business Office Clearance of Co-Curricular Activity Rosters.



PROCEDURE: BUSINESS OFFICE CLEARANCE OF CO-CURRICULAR ACTIVITY ROSTERS

All students planning to participate in co-curricular activities must be cleared by the business office. The responsibility for obtaining clearance from the business office starts with the Director of Activities, Director of Athletics, Dance/Cheer Moderator, Director of Campus Ministry, Club Moderator, Trip Coordinator, etc.

A preliminary student roster (alphabetical) must be submitted by email to the business office for approval. Within 3 business days after receiving the student roster, the business office will email a list of students who are not cleared to the director or club moderator and his/her supervisor.

If students are added to the roster after the initial roster is submitted to the business office, it is important that the business office is notified immediately, requesting clearance of the added students.

If all students on the roster are cleared, an email will be sent to the director or club moderator and his/her supervisor. All notifications regarding clearance by the business office are confidential communications.

If a student is not cleared by the business office she is not to receive any uniforms and is not to participate in the practices, games, activity, or events for which she is not cleared. It is the responsibility of the director, moderator or the faculty/staff member responsible for the co-curricular activity to ensure the student does not participate and is to direct the student to the Head of School. The Head of School will coordinate with the Business Office to resolve this issue.

Sample email to notify the Business Office with a preliminary student roster:

To: Business Office –All staff and Director

From: Director of Activities, Director of Athletics, Dance/Cheer Moderator,
Director of Campus Ministry, Club Moderator, Trip Coordinator, etc.

(continued on next page)



CONTINUED PROCEDURE: BUSINESS OFFICE CLEARANCE OF CO-CURRICULAR ACTIVITY ROSTER

Cc: Head of School and Assistant Principal

Date: Date being submitted

Re: Request for Business Office Clearance [**Include Team, Level, Event, Activity**]

Include an alphabetical, by last name, student roster (separate Excel or Word Document)

Include date of event, if applicable, and any other relevant information.

The Business Office will respond to the email request for clearance as follows: To:

Director of Activities, Director of Athletics, Dance/Cheer Moderator,
Director of Campus Ministry, Club Moderator, Trip Coordinator, etc. with a
copy to supervisor (Head of School, Assistant Principal)

From: Business Office

Date: [must be dated]

Re: Clearance from Business Office for [**Include Team, Level, Event, Activity**]

As of the date noted above, the following students have not been cleared
by the business office to participate in [name of activity].

Student Name(s)

Note: Un-cleared students who arrive to participate in a sport, event or school activity are to be directed to the Head of School. Only those students who have been cleared are to be on the published rosters.

For event or activity approval procedures, please refer to Rosary Academy Procedure: Event/Activity Approval.