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| DOVER SCHOOL DISTRICT | POLICY CODE: JJF-E |
| DATE OF ADOPTION: JANUARY 21, 2008 | PAGE 1 OF 1 |

City of Dover, NH
and
Dover School District-SAU #11

Student Activity Account Policy Statement

General Policy:

Student Activity Accounts are for official business only, specifically for _____
_____ (Name of School) for reimbursement of small amounts for items purchased by employees for school related business. Such reimbursement will be made only upon presentation of the appropriate paid receipts. No employee shall use Student Activity Accounts for any personal business, even if the intent is to reimburse the Student Activity Account. There shall be no cashing of personal, third party or Dover payroll checks through Student Activity Accounts. Violation of any portion of these policies may lead to disciplinary action, including termination of employment.

I understand that:

- I shall keep Student Activity Account checks and records secure from public access and non-authorized employees.
- Dual signatures shall be required on all checks issued from the Student Activity Account.
- City Treasurer signature shall be required on all checks issued from the Student Activity Account in the amount of \$3,000.00 or more.
- Cash out procedures shall occur when the transfer of responsibility for the Student Activity Account to another employee takes place.
- All reimbursements from the Student Activity Account for small purchases will be made to employees authorized by the School District to make such purchases upon presentation to the School District by the employee of the appropriate receipts and a description of the purchases.
- All payments from the Student Activity Account will be supported by invoice or receipt documents.
- All customers shall be issued a sequentially numbered receipt at the time of collection of monies from a customer.
- Deposits are required if collections are \$100 or greater, or weekly at a minimum.
- When a deposit is made, all monies for the related collections shall be deposited. No cash items from collections shall remain as undeposited funds.

I have read and understand the above.

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| Name of School: | | | |
| Employee Signature: | | Date: | |
| Business Manager Signature: | | Date: | |