

# **Business Office**

## **Overview**

The Business Office of the William M. Davies, Jr. Career & Technical High School (Davies) traditionally has encompassed all financial functions, including but not limited to: budgeting; purchasing; accounts payable; payroll; accounts receivable; the student lunch program; as well as all financial reporting as required both internally and externally. In addition, the Business Office plays a key role in all facility projects and the negotiation and execution of all of Davies' contracts (labor and the purchase of goods and contracted services). The Business Office is also responsible for all communication systems within the school, which includes the in-house Simplex telephone switch and its related telephone equipment, including the Audix voicemail system.

OFFICE OF ACCOUNTS AND CONTROL

**OAC-OUT OF STATE TRAVEL**

**OFFICE OF ACCOUNTS & CONTROL**

**OUT OF STATE TRAVEL  
POLICY A-22**

**Division Contact:**  
**Louise Sawtelle**  
401-222-2704  
Louise.Sawtelle@doa.ri.gov

**Effective 7/1/2013**

**Revised 7/1/2018**

**Rev 2**

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**1. Purpose**

This policy provides guidance to State agencies and employees regarding requirements for air travel, surface transportation and lodging for all state employees and/or those individuals utilizing state-related dollars (state, federal, restricted, etc.), traveling domestically or, as necessary, internationally during a contract period.

**2. Applicability**

All personnel traveling under these procedures are expected to exercise prudent responsibility when committing state funds. Travel on business should be conducted at minimum cost for achieving the success of the mission. The traveler is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling at his/her own expense.

**3. Procedures for Compliance**

*A. Administration*

1. The State Controller's Office will be the liaison between the designated travel agent and all state personnel, and will be responsible for establishing, interpreting, and administering the guidelines of this policy.
2. The State Controller is designated as the State Travel Administrator and may delegate this responsibility as needed.
3. The State Travel Administrator will be responsible for providing assistance and information in accordance with the policies and guidelines established.
4. All out-of-state travel must be processed through the designated travel agent utilizing the Master Price Agreement (MPA). The MPA includes any travel arrangements which are necessary relating to an employee's position, but which are paid for with non-state funds.

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- a. All travel arrangements including air, ground transportation and lodging must be made through the designated travel agent (unless otherwise noted).
- b. Information regarding the designated travel agent, their contact information and how to book travel can be found on the Controller's website: <http://controller.admin.ri.gov/StateTravel/index.php>
- c. A State Purchase Order (MPA release) will be required for all travel services. This number will be required by the designated travel agent before travel arrangements can be made. PO must include:
  - i. Traveler name
  - ii. Destination
  - iii. Purpose of Travel
  - iv. Estimated Costs
  - v. Travel dates – every effort must be taken to minimize the number of days needed for travel. For example, when traveling to/from Washington, DC, the return date should be the last day of the conference/seminar. Documentation is required to justify extra travel days.
- d. All personnel authorized to travel may be required to complete a traveler profile/application, including the applicable "alpha code" received from the agency or department business office, and submit the completed profile/application to the designated travel agent. The "alpha code" will identify a state ghost travel card account to charge the travel expenses and agent fees per the terms of the MPA.
- e. Upon completion of the arrangements, the travel agent will forward to the traveler a complete itinerary of all necessary travel documents.
- f. All issues during travel, including canceled/delayed flights must be brought to the attention of the designated travel agent so they can assist with any rebooking needs.
- g. The designated travel agent is required to maintain a 24 hours/day, 7 day/week service.
- h. Any travel plan changes or cancelations outside of normal business hours can be completed by calling the toll-free number assigned by the designated travel agent and published on the controller's website.
- i. Any issues with the designated travel agent should be brought directly to the attention of the state travel administrator.

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5. Each agency, department, board and commission shall have an internal approval process for out-of-state travel whereby department directors and/or chief executive officers authorize, or delegate the authority to authorize, all travel. Form A-47 is one option but is not required.
  - a. Department directors and/or chief executive officers may prescribe their own department procedures to strengthen controls and accountability of out-of-state travel requirements.
  - b. Travel Request (A-47) form may be found on the Controller's website at <http://controller.admin.ri.gov/StateTravel/index.php>
6. Department directors and/or chief executive officers may authorize non-state employees to travel at the state's expense to conduct state business. The director shall clearly document that the individual traveler is performing a necessary service, and it is in the best interest of the state to have said individual travel at the state's expense. The non-state employee will be expected to comply with all guidelines and policies stated in this procedure and will be reimbursed based on this procedure.
7. Third-party funded travel
  - a. If the third party will reimburse the state directly for the costs of the common carriers, hotels car rental agencies, and meals and other travel costs, the employee **must** use the designated state travel agent.
  - b. If the third party will pay common carriers, hotel(s), and car rental costs directly and/or reimburse the employee directly, the employee may use the designated state travel agent, or any other travel agent of his/her choosing, or travel agent designated by the third party.
8. Emergency travel demands may be necessary.
  - a. "Emergency travel" is defined as travel required (not voluntary) in the next 24 hours that would otherwise have been impossible to plan in advance. For example, the court orders a social worker on Tuesday to place/pick up a child out of state on Wednesday.
  - b. Emergency travel can be booked via the designated travel agent with proper agency/department approval (see section 3.A.5 above).
  - c. Documentation must be submitted with the requisition detailing the events necessitating the emergency travel.

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- d. An MPA release is still required for all emergency travel but is not required prior to booking; MPA release must be forwarded to the designated travel agent as soon as it is available.
9. Bonus programs that allow a traveler to accrue points for free travel (i.e. frequent flyer, frequent hotel guest, car rental club) are not allowed to be used with state travel; individuals traveling on state funds are not allowed to personally benefit from state funded travel.

*B. Transportation*

1. Transportation will be by common carrier and includes air, rail (Amtrak), and automobile. The traveler must use the designated travel agent via the Master Price Agreement (MPA) to book all these transportation types (this does not include MBTA service or Peter Pan bus service).
  - a. All transportation costs and agent fees will be charged to the agency's ghost travel card account.
  - b. Travelers cannot book services via the MPA contract for personal use and/or utilizing a personal credit card.
2. Allowable transportation accommodations will include coach fares, utilizing the most economical fares possible. Most economical fares consist of the travel agent utilizing all available travel discounts including Saturday night stay-over where it is beneficial to the state.
  - a. Travelers will not be allowed to take direct flights if there are other options which are economically advantageous to state while still allowing the traveler to conduct their business in a timely manner.
  - b. Travelers must consider the total costs of an itinerary when traveling to/from a destination or area. For example, when considering a departure out of Boston vs a departure out of Providence, travelers must compare the entire cost of the trip, including the increased cost of parking and/or any mileage that may be incurred.
3. Baggage fees will be reimbursed as follows:
  - a. Original detailed receipts are required.
  - b. Each traveler will be reimbursed for the 1<sup>st</sup> checked bag, each way

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- c. Any additional baggage fees greater than the 1<sup>st</sup> checked bag will be the sole responsibility of the traveler.
    - d. Travelers should read the airline's baggage fee rules before booking.
4. Fees/Charges Incurred to Change Booked Travel
  - a. The state **will** pay fees/charges assessed by carriers or the designated travel agent for a change in travel arrangements **if the reason for the change is business-related.**
  - b. The state **will** pay fees/charges assessed by airline carriers or the designated travel agent for cancellation and re-issuance of an airline ticket **if the reason for cancellation and re-issuance of the ticket is business related.**
  - c. All changes, cancellations and re-issuances **must** be processed via the designated travel agent. Any fees/charges incurred by a traveler for changing, canceling or rebooking directly with a common carrier **will not** be reimbursed.
5. Airline fees will be paid by the state as follows:
  - a. All taxes and fees included in the purchased fare
  - b. Agent fees incurred at original purchase and incurred for any changes/re-bookings allowed per section 3.B.4 above
  - c. Mandatory fees charged by an airline at the time of booking
  - d. The state **will not** pay or reimburse for any optional convenience fees or upgrade fees, including early check-in fees or seat upgrade fees.
6. Personally-owned automobiles may be used for travel in lieu of common carriers when it is economically advantageous to the state. Example: when two (2) or more state travelers are traveling to the same destination or when common carrier service is not available.
  - a. A detailed analysis is required showing the cost benefit of using a personally owned automobile.
  - b. Documentation must include the lowest available common carrier fare obtained from the designated travel agent.
  - c. Reimbursement will be made based on miles traveled at the current IRS published mileage reimbursement rate or the common carrier fee, whichever is lower.

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7. Shuttle services and other means of public transportation should be used whenever available and is prudent.
  - a. Lyft, Uber and taxi cabs should only be used when no other ground transportation is available and it is economically advantageous to the state.
  - b. Reimbursement for any of these means of transportation, if allowed, will be processed when supported by original detailed receipts.
  
8. Car rentals should only be approved when no other ground transportation is available, it is economically advantageous to the state, or it is necessary to accomplish the travel mission.
  - a. A memo from the traveler must be attached to the agency travel request explaining why the rental car is necessary or economical.
  - b. When approved, MPA releases must reflect estimated car rental amounts for the traveler to book a car rental with the designated travel agent.
  - c. Whenever possible, one of the preferred car rental companies must be chosen to ensure that the state has the necessary liability and collision coverages. If a preferred car rental company is not chosen, it is the traveler's responsibility to ensure they have the proper coverages in place as to limit the state from liability.
  
9. The following are obligations of the traveler when renting a vehicle to conduct state business:
  - a. Possess a proper license to operate the vehicle being rented.
  - b. Wear seat belts in accordance with all state laws.
  - c. Obey all traffic laws.
  - d. Transporting hitchhikers is prohibited.
  - e. Consuming drugs or alcohol before or while operating the vehicle is prohibited.
  - f. Complete a report of any vehicle damage and advise your agency immediately.
  - g. Fill the fuel tank prior to returning the rental vehicle to the rental car company. Obtain a receipt for any gasoline purchased to request reimbursement.
  - h. The state will not pay or reimburse any costs, fine penalties, or assessments incurred by a traveler that resulted from violation of any

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federal or state law or local ordinances while operating a vehicle on official state business.

10. State vehicles may be obtained from the traveler's department (pooled cars, if available) or from the state motor pool, if available, for ground transportation when feasible.
11. Toll expenses incurred while traveling will be reimbursed as follows:
  - a. Dated original receipts are required for all toll expenses.
  - b. Receipt dates and locations must correspond with the traveler's itinerary.
  - c. For any toll bill received after the traveler has returned home (either from a rental car company or directly from a state, turnpike or bridge authority), the traveler must pay directly and seek reimbursement.
  - d. Toll bill late fees will be the sole responsibility of the traveler.
12. Travelers who use their personally-owned vehicles to travel to/from a common carrier terminal will be reimbursed as follows:
  - a. Mileage reimbursement will be equal to the mileage from their work station to/from the terminal when they travel from their work station to and from the terminal.
  - b. Mileage reimbursement will be equal to the mileage from their home to/from the terminal less the employee's normal commute when they travel from their home to/from the terminal.
  - c. Mileage reimbursement will be made based on the current IRS published mileage reimbursement rate.
  - d. Travelers are only allowed reimbursement for miles driven while they are in the vehicle. For example, if a spouse or family member drives the traveler's vehicle to/from the terminal to drop off/pick up the traveler, they are not entitled to mileage for two (2) round trips.
13. Travelers who park at a common carrier terminal will be reimbursed as follows:
  - a. Dated original receipts are required for all parking expenses.
  - b. Receipt dates must correspond with the departure and arrival dates on the traveler's itinerary.



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- c. Reimbursement will be based on the most economical parking rates available on-site. At PVD airport, Garage C and Lot E are the allowed parking sites. If a traveler chooses a garage or lot that exceeds the rate in the allowed parking sites, only the maximum rate allowed for the period charged will be reimbursed.

*C. Lodging*

1. Lodging will be secured and guaranteed by the designated travel agent via the Master Price Agreement (MPA) using the agency's ghost travel card account.
  - a. Upon departure, the traveler is required to carry a state hotel purchase card and use such card to charge all room and room tax charges.
  - b. No charges for food, including room service or on-site restaurants, are allowed on the state hotel purchase card.
2. Overnight accommodations will **NOT** be allowed within a 55-mile radius of Providence. Distance from home cannot be used in calculating the 55-mile radius.
  - a. The 55-mile limitation includes the City of Boston
  - b. Any request for an exception to this section must be in writing and submitted to the State Travel Administrator prior to booking travel.
3. Lodging will be secured by the designated travel agent at the nearest possible site to the point of destination. Cost will be a factor in the determination of the site.
  - a. Lodging will be provided on a single room basis, or the lowest rate available if a single room is not available.
  - b. Government rates, when available and economical, should be utilized.
4. If lodging is provided by a conference and is within reason the most economical in the area, the designated travel agent will establish all reservations. However, if the conference has discounted "block room pricing" or the reservation must be made through a third party (i.e. website), the traveler must make reservations with the hotel directly.

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- a. These reservations may be made using a state hotel purchase card.
  - b. Upon departure, the traveler is required to carry a state hotel purchase card and use such card to charge all room and room tax charges. Charges made to a personal credit card will not be reimbursed.
  - c. Reservations made directly with a hotel cannot be serviced by the designated travel agent. To avoid any potential fees if changes or cancellations are required, it is the traveler's responsibility to ensure the hotel is notified in a timely manner. The state will not be responsible for hotel charges if an employee fails to notify a hotel of a change or cancellation.
5. At the time reservations for lodging are made, the traveler should inquire about the lowest cost ground transportation available to/from the hotel to/from any common carrier terminal.
    - a. Per section 3.B.7 above, shuttle services should be used whenever available and is prudent.
  6. In the event of an overcharge for lodging, or the traveler return earlier than planned which results in a credit due to the state, the traveler is responsible for obtaining reimbursement from the hotel.

*D. Per Diem Allowance (Meals and Incidental Expenses)*

1. Only travelers staying out-of-state overnight will be allowed a per diem allowance.
2. The per diem allowance covers meals and incidental expenses, such as tips and gratuities. Travelers will not be reimbursed separately for these items.
3. The reimbursement is based on a flat rate of **\$50.00** per full day and is allocated based on the departure and arrival times as follows:
  - a. If the traveler's scheduled departure time is before noon, they will receive \$50.00 for the first day of travel.
  - b. If the traveler's scheduled departure time is after noon, they will receive \$25.00 for the first day of travel.

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- c. If the traveler's scheduled return time is before noon, they will receive \$25.00 for the final day of travel.
  - d. If the traveler's scheduled return time is after noon, they will receive \$50.00 for the final day of travel.
  - e. All full days between departure day and arrival day will be at the rate of \$50.00.
4. International travel per diems will be determined by using the "M&IE Rate" published by the U.S. Department of State.
  5. No advance payment of the per diem allowance will be made to the traveler.

*E. Other Travel Expenses*

The following items will be reimbursable to the traveler when **supported by original detailed receipts**. Credit card charges slips are not acceptable as a receipt unless an itemized vendor invoice is attached.

1. Parking expenses (see section 3.B.13 for information regarding parking at a common carrier terminal)
2. Necessary business use of a hotel fax, computer, printer or internet connection. Explanation of the business need must be attached.
3. Conference and registration fees when supported by proper documentation.
  - a. The state will not pay for the cost of any conference/seminar social event (golf, outing, awards luncheon or dinner, tours, etc.) which is separate from the conference/seminar registration fee. If chosen, these costs will be the sole responsibility of the traveler.
  - b. Travelers should make every effort to obtain early payment discounts of conference/seminar registration fees.
  - c. If prepayment of a conference/seminar registration fee is required, the agency or department business office may pay via state purchase card, or invoice voucher if the payee is a registered vendor.
  - d. If the traveler chooses to pay for a conference/seminar registration fee out of pocket, he/she will be reimbursed upon returning (see Section F below).

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*F. Reimbursement Request*

1. An Out-of-State Travel Expense Report (Form A-14A) must be completed upon the traveler's return and submitted to the agency/department business office for processing. After review, the business office will prepare and submit all expenses reports to the State Controller's Office for payment.
2. Any reimbursement request submission received in the Controller's Office more than 120 days after the traveler's return date will not be processed.
3. Documentation that must be attached to Form A-14A includes, if applicable:
  - a. Travel Itinerary (hotel, air and car rental)
  - b. Tickets, boarding passes or ticketless itinerary from the airline
  - c. Baggage fee receipts
  - d. Hotel detail bill (from the actual hotel)
  - e. Agendas/proof of attendance
  - f. Conference/registration fee receipt, if prepayment was not requested
  - g. Car rental receipts
  - h. Shuttle/transportation receipts
  - i. Parking/toll receipts
  - j. Written justifications for any policy exceptions that were made (including lodging within 55-miles of Capitol Hill)
  - k. Critical Expense Form (where applicable)
  - l. Other supporting documentation (as needed)
4. Upon review of the Out-of-State Travel Expense Report and attached documentation, the State Controller's Office will process payment to the employee.
5. To the extent that a state business trip is extended for personal reasons, the following must occur:
  - a. The employee must receive written permission from their department to extend the trip for personal reasons.
  - b. There must be no added cost to the state for the extension of time.
    - i. The state will not incur any costs for hotel, car rental or per diem for the length of personal stay.

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- ii. The employee must have quotes from the designated travel agent prior to booking to show that the cost of transportation with personal business does not exceed the cost of transportation without personal business.
- c. The State Purchase Order (MPA release) issued must not include dates traveled on personal business.
- d. The state will not pay for transportation to/from destination(s) that differ from the destination(s) approved for state business.

*G. Payments Made on the Ghost Travel Card Accounts*

1. The designated travel agent will charge each ghost travel card account for all authorized travel during a purchase card billing cycle.
2. A contact person from each agency/department must access the purchase card website to complete the following within five (5) working days of the end of each billing cycle:
  - a. Edit the accounting for each transaction, if needed
  - b. Add information to the notes of each transaction as follows:
    - i. Traveler name
    - ii. Purchase Order number
    - iii. Travel dates
  - c. Print down the monthly statement for each account
  - d. Submit signed statement package to the State Controller's Office
3. At the end of each billing cycle, the State Controller's Office will import purchase card accounting information (including those for travel charges) into the state accounting system for payment.
4. The State Controller's Office will charge the appropriate cost for each transaction to agencies/departments based on the accounting selected by the contact person (see item 3.G.2.a above).

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**4. Repercussions for Noncompliance**

Unauthorized travel or travel utilizing an agent other than the state designated travel agent as defined in the above policy will require the employee to absorb all related costs.

Travel expenses incurred that are not in compliance with the above policy may result in reduced reimbursements to the traveler.

Continued noncompliance with the above policy may result in the revocation of the traveler's right to travel on state business.

**5. Signatures:**



\_\_\_\_\_  
**State Controller**

**May 21, 2018**

\_\_\_\_\_  
**Date**



\_\_\_\_\_  
**Director of Administration**

**May 21, 2018**

\_\_\_\_\_  
**Date**

**DEPARTMENT OF ADMINISTRATION**  
**OFFICE OF ACCOUNTS AND CONTROL**

**IN-STATE AUTOMOBILE TRAVEL**  
**REIMBURSEMENT AND ACCOUNTING REPORT**

EMPLOYEE'S NAME: _____	EMPLOYEE ID NO: RIFANS Supplier Number (if known) _____
EMPLOYEE'S TITLE: _____	PURPOSE OF TRAVEL: _____
VEHICLE(1) MAKE: _____	YEAR(1): _____
VEHICLE(2) MAKE: _____	YEAR(2): _____
MODEL(1): _____	REGISTRATION(1): _____
MODEL(2): _____	REGISTRATION(2): _____
ACCOUNT NUMBER: _____	OFFICE ADDRESS: _____
	HOME ADDRESS: _____

DATE	FROM	TO	ODOMETER		DISTANCE TRAVELED	REGULAR COMMUTE	ALLOWABLE MILES	OTHER*
			START	FINISH				
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*I hereby certify that throughout the above dates I have maintained a valid operator's license and my vehicle(s) has been registered and insured; that the above mileage is correct and was incurred for official state business. In instances where the distance from my residence to the official destination was greater than the distance from my residence to my official station, only the excess mileage is claimed. This travel expense complies with the state travel regulations.*

Total Miles	_____ 0	
0.56 cents per mile	\$ _____	-
Plus Other	\$ _____	-
Total Mileage Plus Other	\$ _____	-

*I hereby certify that this travel expense complies with the state travel regulations and that the total listed above is a proper charge against the state.*

_____ Signature of Traveler	_____ Date	_____ Signature of Supervisor/Authorized Agent	_____ Date
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\* Total Parking =  
\*\* Total Tolls =

# **Appointment of Authorized Agent**

## **1.1 Authority**

The William M. Davies, Jr. Career & Technical High School (Davies) is a State of Rhode Island agency under the auspices of the State of RI - Department of Education. As such, all budgetary, financial accounting, purchasing, financial reporting and treasury-related functions are performed in accordance with the State policies and procedures.

## **1.2 Policy**

There shall be an Authorized Agent(s) of Davies that provides approval functions for all financial-related transactions as well as check-signing for the Student Activities account.

The Authorized Agent(s) shall be the Business Services Coordinator and the Director, as well as the Chairperson of the Board of Trustees (as needed).

Authorized Agents shall be authorized to initiate purchasing transactions, initiate accounting transactions, initiate vendor payments, sign Personnel Action Forms, sign Student Activities checks, authorize bi-weekly payroll, and authorize any other financial related transactions as necessary in accordance with all policies and procedures of the State of RI on behalf of Davies.

## **1.3 Procedure**

Form A-30 must be completed and sent to the Office of Accounts and Control for approval of the designated Authorized Agent(s) for Davies. Once approved by the Office of Accounts and Control, the Authorized Agent may begin to approve relevant transactions for which he/she is authorized.

Form A-30 can be downloaded from the Office of Accounts and Control website:

<http://controller.doa.state.ri.us>.



# Departmental Budgeting Process

## 1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) Business Office supports the inclusion of the academic and technical departments in the allocation process of the schools' annual funding for educational supplies.

## 1.2 Policy

Davies Business Office will provide a [Departmental Budget Template](#) to the Department Chairperson/Budget Designee on an annual basis for purposes of soliciting input and allowing departments to request their budgetary needs each year. The template is to be completed by each academic and technical department in a collaborative manner with all members of the respective departments. The collaborative manner will ensure that all faculty members can express their educational supplies requirements to their Department Chairperson for the school year. The completed Departmental Budget Template shall be returned to the Business Services Coordinator by the requested due date each year.

## 1.3 Procedure

1. After referring to the "State/Davies Purchasing Policy and Procedures", complete a Departmental Budget Request Form and deliver completed forms to the Business Services Coordinator.
2. The Business Office shall meet with the Director as well as the Supervisors of Academic Instruction, Technical Instructions, and Student Supports to review the Department Budget Request Forms.
3. The Director shall determine the appropriateness of the request, and the amount of funding available to allocate to each academic and technical department.
4. The Business Service Coordinator will edit the budget requests to reflect any changes by the Director.
5. The Business Services Coordinator will distribute revised, approved budgets back to each department at the start of each school year.

# Donated Equipment

## 1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) is a State of Rhode Island agency under the auspices of the State of RI - Department of Education. As such, **any** donations of supplies or equipment to the school become the property of the State of Rhode Island. In many instances, donations to the school from local businesses, business partners, as well as individuals can provide valuable instructional items to the classroom and technical program areas. However, all donations should be reviewed as to their value to the educational process prior to being accepted by the school.

## 1.2 Policy

All proposed donations must be described in detail and approved by the employee's immediate Supervisor, as well as the Business Services Coordinator and/or the Director before the donation is to be accepted.

## 1.3 Procedure

Complete a [Donated Equipment Request Form](#) and obtain the signature of authorization from the Supervisor and the Business Coordinator and/or Director.

The Supervisor, Business Coordinator and/or Director will review the donation request and approve as appropriate for the school's curriculum and programming.

The Business Office shall hold on file copies of all donated equipment for purposes of inventory of State property.

The Business Service Coordinator shall send a letter of acknowledgement of the donation to the donor listed on the Donated Equipment Request Form.

# **Equipment Purchases & Projects - Costing and Budgeting Procedures**

## **1.1 Authority**

William M. Davies, Jr. Career & Technical High School (Davies) technical program teachers and/or facilities staff may initiate the request for items such as the purchase of equipment, or the initiation of a construction-type project at the school. Both involve the need for estimating **all** costs associated with the purchase or with the project (ie. initial base cost of item, electrical needs, plumbing needs, carpentry needs, computer network needs, etc.).

## **1.2 Policy**

Technical program staff (or facilities staff, if applicable) shall identify the need for the purchase of equipment for their program. The item to be purchased (along with ALL associated ancillary costs) must become part of the budget request process, which occurs near the end of each school year, and is amended (in the case of Perkins Federal Funds) in the March timeframe each year.

## **1.3 Procedure**

1. Through the Departmental budgeting process, Supervisors of Instruction should ensure that their staff are aware of the need to capture ALL costs associated with items, such as equipment, that will become part of their budget request.
2. If an item to be requested through the budget process will involve the need for: electrical, plumbing, cartentry, etc., the Supervisor is to contact the Facilities Coordinator and request that a quote be obtained for the purpose of budgeting.
3. If an item to be requested through the budget process will involve the need for: computer networking, cabling, computer hardware, etc., the Supervisor is to contact the Information Technology Coordinator and request that a quote be obtained for the purpose of budgeting for a purchase.
4. Quotes needed for these purposes shall be obtained by the Facilities Coordinator and/or the Information Technology Coordinator within 14 days of the request. The timeframe will insure that the quotes are completed, and that the cost can be included within the budget request process.
5. Upon receipt, quotes are to be given to the Supervisor that initiated the quote request.

6. The Supervisor will give a copy of the quote to the department to which it pertains, so that the cost of the electrical, plumbing, carpentry, etc. can become part of the budget request.
7. The additional cost shall be separately and distinctly noted as a separate line item within the departmental budget request.

# Front Desk

## 1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) Telephone Operator serves as switchboard operator as well as provides all duties associated with the operation of the school's reception desk area as needed. Council 94 members, dependent upon classification, provide coverage of the Front Desk in the case of absences due to sick, personal, and vacation periods.

It is important that the front desk duties be handled in a polite, helpful and efficient manner, as the front desk personnel are the initial voice and face of Davies for external visitors to the school, parents, the general public, as well as all faculty and staff requiring general assistance and help with telephone and messaging issues.

## 1.2 Policy

The role of the Operator is very important. Please remember that the position is truly the voice and face of Davies, and that first impressions are lasting impressions. Adherence to the following is required:

- Be courteous and efficient in acknowledging and routing callers and/or visitors.
- Never read books, newspapers, magazines, email, etc. while covering the front desk.
- Never have food or drinks at the front desk.
- Never surf the internet at the front desk.
- Do not engage in personal conversations that can potentially be overheard by visitors, and instead hold for your break and lunch periods.
- All phone calls or conversations involving students, staff, or visitors are deemed confidential at **all** times.
- Students are only allowed in Main Office with a signed pass or called for the purposes of meetings, dismissals, errands, or other business authorized by an administrator.
- When the Information Aide of the Student Management Office is on break or lunch, the individual covering the front desk will issue tardy slips for late arriving students and record dismissals for students being dismissed. A record of late arrivals and dismissals will be given to the Information Aide upon his/her return.
- The front desk may not give students authorization to use the office phone (x305) to place outgoing calls. Students must have permission from an administrator to use that phone.

- Make every effort to maintain a quiet, professional atmosphere out of respect to other office workers.

### General Training and Operation

- All employees providing coverage will receive initial training in the operation of the switchboard telephone equipment from the full-time operator upon his or her hire.
- Telephone training will consist of operation of the AT&T main switchboard, as well as the Simplex internal telephone system and the school's two-way radio communication system.

### 1.3 Procedure

1. All incoming calls, whether external or internal, should be answered in a timely manner, preferably three (3) rings, as callers *should never have to wait through numerous rings before their call is acknowledged*. **If you are engaged in another call or front desk matter when a call comes into the switchboard:**
  - a. **Place current phone call on hold, or ask any visitor at the front desk to wait one moment.**
  - b. **Answer the incoming external or internal call and ask caller to "hold one moment please", temporarily placing them on "hold".**
  - c. **Complete your original call or matter requiring assistance.**
  - d. **Take new caller off "hold" and assist as needed.**
2. Incoming calls should **never** be routed to classrooms. A message must be taken and left in the mailboxes of all teachers and teaching assistants so that calls can be returned during unassigned periods or at the end of the school day.
3. Incoming calls for students may be transferred to the appropriate guidance counselor, nurse, administrator, etc. but it is **never** to be directed to a classroom. A message may be taken for the student if appropriate and delivered to the appropriate guidance counselor, nurse, administrator, etc.
4. Incoming calls for students who will be absent from school or are to be dismissed will be recorded. The information will be given to the Information Aide at the earliest convenience.
5. Incoming calls for non-teaching staff can be routed to the respective party.
6. Incoming calls for the **Director are to be routed to the Executive Assistant at AT&T extension 248**. Do **not** forward outside calls directly into the Director's office.
7. **Emergency callers** must be asked for a general description of the nature of the emergency. "Emergency" situations shall consist of: sick family member, accidents, etc.

“Emergencies” do not include: vendors trying to reach staff members, friends or family who want to leave a general message or get word to a staff member, etc. In either case, judgment may sometimes be necessary in determining whether a situation appears to be of an emergency nature. If it is determined that a call appears to be an emergency in nature, place the caller on “hold” while you dial the classroom or extension of the staff member. Inform the staff member of the nature of the call and whether or not the call should be transferred to the classroom or if the staff member wishes to return the call privately at his/her first convenience. In this instance, return to the incoming call line and take a number for which the staff member can return the call.

- 8. Emergency callers for students** must be asked for a general description of the nature of the emergency. “Emergency” situations shall consist of: sick family member, accidents, etc. “Emergencies” do not include friends or family who want to leave a general message or get word to a staff member, etc. In either case, judgement may sometimes be necessary in determining whether a situation appears to be of an emergency nature. If it is determined that a call appears to be an emergency in nature, place the caller on “hold” while you contact the appropriate guidance counselor, nurse, or administrator. They will determine the course of action involving the student and the phone caller.

**At-A-Glance Incoming Call Transfers:**

- Director x248
- Attendance and Dismissal x320
- Guidance x225 or x235
- Discipline and Detention x334
- Account Payable x309
- Work-Based Learning x266
- Bus Related Issues x248 (district buses) x309 (late buses)
- Media and Public Relations x237
- Athletic and Interscholastic Sports x987 (Simplex)
- Nurse and Health Matters x318

**Two-Way Radio/Internal Radio Communication:**

Some staff and administration members carry portable two-way radios (walkie talkies) with them at all times. The base to transmit a message to such individuals is located on the front desk. For staff who carry radios, this is the most efficient and effective way to reach that individual. The following staff and administration are reachable by two-way radio:

- Director
- Supervisor of Academic Instruction

- Supervisor of Technical Instruction
- Supervisor of Student Supports
- Supervisor of Student Management
- Business Services Coordinator
- Coordinator of Physical Plant
- All custodian and maintenance staff
- Information Aide
- Executive Assistant to the Director and Board of Trustees
- School Nurse
- Physical Education Department
- Academic Recovery Coordinator

General operation of the two-way radio communication system will be provided for all persons providing switchboard coverage upon their hire. [Walkie Talkie Etiquette](#)

#### **Harassing Telephone Calls Including Bomb Threats:**

The procedure for reporting a harassing telephone call is as follows:

1. When and if you receive a harassing call, note the date and time, any distinctive background sounds, any accent in the caller's voice, etc.
2. Notify the Director or one of the Supervisors immediately of the call and provide as many details as you can recall.
3. If instructed, file a report with local police and provide as many details as possible. The local police for Davies is **Lincoln Police Department at 333-1111**.
4. After notifying local police, call the "Unlawful Call Center" (formerly known as the "Call Annoyance Bureau") and provide them with the Police Report Number. The Unlawful Call Center's telephone number is **(800)518-5507**. They will log a case number and give that number to you.
5. The Unlawful Call Center will set up a "trap" and leave it up for several weeks.
6. When and if you receive another harassing call, note the date and time and other distinctive background sounds, etc. Immediately call the Unlawful Call Center again, referencing the case number previously provided, and all details that you noted about the subsequent call.
7. The Unlawful Call Center will contact local police if they find a match. They will work with the police, and if able to identify the perpetrator, they will notify the school that they have done so.



# **In-State Travel Reimbursement**

## **1.1 Authority**

Employees of William M. Davies, Jr. Career & Technical High School (Davies) may be allowed reimbursement for the use of his/her automobile for official State business at the current mileage rate. State personnel who are authorized to use their private automobiles on official State business are to be compensated for actual miles authorized and traveled.

## **1.2 Policy**

The employee must receive authorization from their Supervisor to request payments for in-state mileage.

The employee must maintain a daily record of the authorized travel, including the starting and ending odometer readings, as well as the destination and purpose of the travel.

The employee must also provide the make, model and year of the automobile on the request for reimbursement form.

No transportation costs will be allowed between the employee's place of residence and the office. When the distance between the office and the destination, the shorter distance is reimbursable.

## **1.3 Procedure**

1. Complete an [In-State Automobile Travel Reimbursement and Accounting Report](#) and obtain the signature of authorization from your immediate supervisor. The supervisor must deliver completed forms to the Business Office.
2. Attach receipts for any business-related parking fee and/or tolls to the form and notate these charges under the column entitled "Other" on the reimbursement request form.

# Ordering of Office/Classroom Supplies

## 1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) is a State of Rhode Island agency under the auspices of the State of RI - Department of Education. Davies utilizes a statewide Master Price Agreement for the procurement of all office supplies (including most general teacher classroom supplies).

## 1.2 Policy

All office supplies are to be procured through the State's Master Pricing Agreement for office supplies. NO EMPLOYEE can be reimbursed for expenditures for work-related items personally purchased regardless of having a valid receipt for the purchase. Requests for reimbursement for work-related purchases are specifically prohibited as per policy of the State Controller's Office. The only exception to this policy is reimbursement for purchases made relating to the school's Student Activities Funds, which can in fact reimburse employees for valid expenditures upon presentation of receipt. Examples are class funds, booster club, etc. *Absent a statewide Master Pricing Agreement for office supplies* Davies must solicit quotations whenever possible in order to perform due diligence in procuring office supplies at the best responsible price.

## 1.3 Procedure

1. Complete a [Departmental Requisition Form](#) or a [WB Mason Order Form](#), depending on the item(s) needed, and obtain the signature of authorization from the immediate supervisor. The supervisor must deliver completed forms to the Business Office.
2. The Business Office shall follow State procedures with regard to the purchasing guidelines relating to the Master Pricing Agreement and the procurement of office supplies (eg. WB Mason on-line ordering system).

**A-14A**  
**1/20**  
**0.575**

**USE FOR ALL TRAVEL COMPLETED AFTER JANUARY 1, 2020**

OFFICE OF ACCOUNTS AND CONTROL

**OUT-OF-STATE TRAVEL EXPENSE REPORT**

Employee Name \_\_\_\_\_ RIFANS Employee # \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_ Division \_\_\_\_\_  
 Period Covered Start Date \_\_\_\_\_ Time \_\_\_\_\_ End Date \_\_\_\_\_ Time \_\_\_\_\_  
 Purpose of Travel \_\_\_\_\_

<u>DESCRIPTION OF CHARGES</u>	
Transportation Charges (exclude auto)	\$ _____
Hotel Charges	\$ _____
Car Rental	\$ _____
Taxi/Shuttle/Parking/Tolls	\$ _____
Misc	\$ _____
_____	\$ _____
_____	\$ _____
<b>LESS STATE PAYMENTS</b>	<b>\$ _____</b>
<b>LESS CREDIT DUE STATE</b>	<b>\$ _____</b>
<b>SUBTOTAL</b>	<b>\$ _____ \$0.00</b>
<b>MEALS: #</b>	
Per Diem # _____ X \$ 50.00	\$ _____ 0.00
Half Day _____ X \$ 25.00	\$ _____ 0.00
_____	_____
<b>SUBTOTAL</b>	<b>\$ _____ \$0.00</b>
<b>TOTAL</b>	<b>\$ _____ \$0.00</b>

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<u>REQUIRED DOCUMENTATION</u>		<u>Included</u>	<u>Not Applicable</u>
Travel Itinerary(s)	_____	_____	_____
Hotel Detail Bill	_____	_____	_____
Agenda	_____	_____	_____
Car Rental Receipt	_____	_____	_____
Copy of A-47 (or equivalent)	_____	_____	_____
Taxi/Shuttle	_____	_____	_____
Parking/Tolls	_____	_____	_____
Miscellaneous	_____	_____	_____

Note: Attach explanation for any missing documentation or justification for extra night's stay.

IF MILEAGE CLAIMED Vehicle(s) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Registration \_\_\_\_\_  
 Auto Insurance Carrier \_\_\_\_\_  
 Auto Policy Expiration Date \_\_\_\_\_

DATE	FROM*	TO*

<u>ODOMETER READING</u>		<u>COMMUTE</u>	<u>ALLOWED</u>
<u>START</u>	<u>FINISH</u>	<u>MILES</u>	<u>MILES</u>
			0
			0
			0

\*If home address, please note "home" 0 0.575 \$ -  
 (rate)  
**PLUS TOTAL REIMBURSEMENT** \$0.00  
**TOTAL DUE TRAVELER** \$ -

ACCOUNT #	NAT ACCT#	AMOUNT

ACCOUNT #	NAT ACCT#	AMOUNT

I hereby certify that throughout the above dates I have maintained a valid operator's license and my vehicle(s) has been properly registered and insured; that the above mileage is correct and was incurred for official state business. In instances where the distance from my residence to the official destination was greater than the distance from my residence to my official station, only the excess mileage is claimed. This travel expense complies with the state travel regulations.

I hereby certify that this travel expense complies with the state travel regulations and that the total listed above is a proper charge against the state.

\_\_\_\_\_  
 Signature of Traveler Date

\_\_\_\_\_  
 Signature of Supervisor/Authorized Agent Date

# Out-of-State Travel Reimbursement

## 1.1 Authority

Employees of William M. Davies, Jr. Career & Technical High School (Davies) may, from time to time, travel out-of-state for purposes of conducting State business or for professional development purposes. The State has consolidated all travel arrangements for purpose of obtaining the most cost-effective travel arrangements for all of its employees.

## 1.2 Policy

All travel requests are to be pre-approved by the Director of Davies.

All personnel traveling under State procedures are expected to exercise prudent responsibility when committing State funds. Travel on business should be conducted at minimum cost for achieving the success of the mission. The traveler is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling at their own expense. All out-of-state travel shall be processed through the travel agency utilizing the Master Price Agreement (MPA).

Davies Business Office staff will initiate the travel arrangements on behalf of the employee and provide all travel contact information to the employee.

Personally owned automobiles may be used for out-of-state travel when it is economical to the State. Reimbursement will be made on the basis of miles traveled at the current mileage rate.

## 1.3 Procedure

1. Notify The Davies Business Office of pre-approved travel requirements so that all hotel and air travel arrangements, where applicable, can be initiated by Business Office staff.
2. Complete the [Out-of-State Travel Expense Report](#) and submit to the Business Office at Davies upon completion of the out-of-state travel.
3. See State procedure [A-22 Out of State Travel Policy](#) for complete guidelines on travel and reimbursement procedures, including “per diem” allowances for meals, etc. prior to initiation of travel.

# Receiving Area Procedures

## 1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) directly orders goods that are shipped to the school at 50 Jenckes Hill Road, Lincoln, RI. Items delivered to the facility must be properly received, secured, and delivered to the proper location within the building.

## 1.2 Policy

All items purchased for Davies are ordered by the Davies Business Office. Vendors are instructed to ship all Davies purchases to 50 Jenckes Hill Road, Lincoln, RI.

## 1.3 Procedure

1. Shipper arrives at Davies and rings the bell/buzzer at the receiving dock.
2. Immediately after the bell, the day janitorial staff is responsible for going to receiving to review and sign for the goods. The response time to get to the receiving dock is of utmost importance so that the delivery company does not leave packages without obtaining a Davies staff signature.
3. Goods are to be identified immediately upon receiving as to whom the delivery applies.
4. All packing slips are to be taken off the packaged and delivered immediately to the Business Office.
5. The Business Office will take the additional step of notifying the Instructional Supervisors (as well as the faculty member in the case of instructional-related items) when classroom equipment and supplies arrive at the school.
6. Goods are to be delivered immediately to the individual to whom the order applies.
7. In the rare instances that an order cannot immediately be delivered, the day janitorial staff must secure and lock goods inside the cage in the receiving area, or another secure locked area if the item cannot be put into the cage for any reason.
8. Goods that have been put into a secure locked storage area should be subsequently delivered to the proper person as soon as possible.

# State/Davies Purchasing Procedures

## 1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) is a State of Rhode Island agency under the auspices of the State of RI - Department of Education. Davies utilizes a statewide Master Price Agreement (MPA) for the procurement of all office supplies (including most general teacher classroom supplies).

## 1.2 Policy

State agencies such as Davies are authorized to make small dollar purchases not exceeding \$500 (five hundred dollars). Purchases exceeding \$500 (five hundred dollars) and up to a level of \$5,000 (five thousand dollars) must be accompanied by three written quotations obtained by the agency from vendors so that the best responsible price is obtained. The purchase of any goods and/or services exceeding \$5,000 (five thousand dollars) must be procured through the State of RI - Division of Purchases on behalf of Davies via an advertised open public competitive bidding process. Whenever possible, Davies should utilize the State of RI's MPA's for the purchase of goods and/or services for which the State has already performed a public bidding process and has awarded various contracts for the benefit of all State departments and agencies.

## 1.3 Procedure

1. Complete a [Department Requisition Form](#) and obtain the signature of authorization from the immediate supervisor. The supervisor must deliver the completed form to the Business Office.
2. Attach three written vendor quotations to all requisitions between \$500 (five hundred dollars) and \$5,000 (five thousand dollars) for all goods and/or services.
3. Prepare bid specifications for all procurements of goods and/or services over \$5,000 (five thousand dollars) and send specifications to State of RI-Division of Purchases for purposes of advertising and awarding the bid through a public open competitive bid process.
4. Review the listing and utilize the State of RI MPA's whenever possible for all purchases, regardless of dollar amount of purchase. A full listing of MPA's can be obtained at the Division of Purchases website: [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).

# Student Activities Account

## 1.1 Authority

The Business Office at William M. Davies, Jr. Career & Technical High School (Davies) maintains a Student Activities Account for many of the school's extracurricular, athletic, yearbook, shop fundraising, and class fundraising activities. The Business Office is located within the Main Office of the school.

## 1.2 Policy

All fundraising activities must receive prior approval from both the Student Council and the Supervisor of Academic Instruction.

All authorized activity advisors that will be collecting funds for any purpose will be issued a receipt book. The advisor is responsible to write and issue a receipt to any person from whom they collect money. **All** funds are to be turned into and handled through the Business Office. Instructors, advisors, coaches, students, etc. are not to keep any funds or to hold money for any class, organization, or student.

No cash, checks, or valuables are to be kept in desks, classrooms, or offices.

Any questions regarding the handling of student activities transactions or the handling of student activities funds should be directed to the Business Services Coordinator, the Fiscal Clerk for the student activities fund, and/or the Director.

## 1.3 Procedure

1. All funds relating to student activities are to be turned in to the Business Office no later than **2:30pm daily**. All money must be counted. Coins must be rolled, and coin wrappers can be obtained from the Business Office.
2. A [Student Activity Deposit Form](#) must be completed and turned in to the Business Office for each activity deposit. The deposit form must be signed by the activity advisor/sponsor.
3. Requests for the issuance of checks from the student activities account should be submitted to the Business Office at least **72 hours in advance of the required date** by using the [Student Activity Temporary Invoice Voucher](#).