



## EAST BATON ROUGE PARISH SCHOOL SYSTEM GUIDELINES FOR HANDLING SCHOOL FUNDS (SAF#1)

As a teacher and/or sponsor of a particular extracurricular school club or activity, it may be necessary for you to collect and receive money from students in your class(es) or extracurricular club/activity. Before any money is solicited from students or parents, administration must give formal approval of the activity.

**⊘ Cash app Venmo, PayPal etc. is strictly prohibited in the EBRSS. All payment sources has to have school leadership oversight.**

The following policies must be followed when handling school funds:

- Obtain admin approval before collecting any funds.
- Issue duplicate receipts for amounts over \$3; keep copies and submit yearly.
- Submit collections over \$5 to the office promptly. Never keep money overnight.
- Report stolen or missing funds in writing to admin and Internal Auditor immediately.
- Check your account regularly; report discrepancies to admin in writing.
- Track collections and spending in provided receipt books and logs.
- Submit original, itemized receipts with your name on 8.5x11 paper for preapproved purchases.
- Reimbursement requests must be submitted by Friday for payment the next week.
- Use teacher supply funds by April 15 or the last workday before, if it's a holiday.
- Submit money envelopes and receipts daily. Discrepancies must be resolved by the teacher.
- Field trip money and check requests are due 5 days before trip. Notify parents 1 month ahead.
- Store receipts (no personal items) must be submitted within 2 weeks; EBT receipts will not be reimbursed.
- Reimbursement requests should be submitted within two weeks of the purchase to be paid. Reimbursement request submitted more than 30 days after purchase will not be reimbursed.
- Sign these guidelines annually and return to the executive secretary.
- By signing this form, you agree that any loss of funds in your care may be immediately deducted from your payroll in its entirety.

If you choose not to collect money from students, please check below:

☐ I will not be collecting cash from students. I understand that if I do collect funds at any point, I will be held to the administrative guidelines stated above.

Sponsor Name: \_\_\_\_\_ Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

