WAYLAND HIGH SCHOOL Student Activities Requisition Form Check List

For all payments:



- © Complete and sign the Student Activities Check Requisition Form.
- © Co-advisor or principal should sign if the person making the request is the person being reimbursed.
- Do not include sales tax. It cannot be reimbursed.

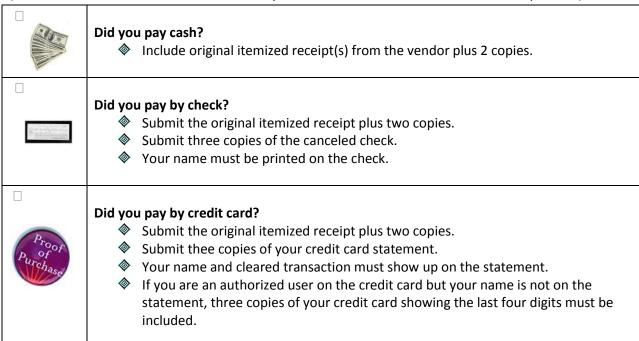


Is Check Request for \$5,000 or more?

Include signed Purchase Request Approval Form

For advisor, student, or parent reimbursement:

(All vendors should be issued a check directly from the student activities account when possible)



For payment of vendors:



Is your class/club paying a vendor?

Submit the original itemized invoice or contract along with two copies.

For Donations:



Is your class/club making a donation?

- Submit the original donation form or a cover letter to be including with the check along with two copies.
- No checks shall be issued without itemized bills or receipts.
- No sales tax shall be paid or reimbursed.
- The Department of Revenue and the WPS School Committee discourages the use of gift cards as a means for fundraising.
- Check requests must be received at least two weeks before checks are needed. Checks over \$500 may take longer to process.

WAYLAND HIGH SCHOOL Student Activities Deposits

Form A--Deposit Slip Attachment:



Form A is to be used to record receipts received by the club/class.

- This form is to be used as a record when collecting funds.
- For collection of funds from students, individual names must be recorded along with check number (or "cash"), and amount (for example: field trips, class apparel, prom tickets).



Do you have an approved Form H2--Field Trip Request Form?

A field trip request form needs to be filled out with estimate of costs and approved before any funds are collected for a field trip.

Donations:



Is the donation in excess of \$200?

- Donation needs School Committee approval before depositing (donations from WHSPO, Boosters, CAPA, or WPSF are exempt from SC approval).
- Give name of donor, amount, and club/class to Principal's secretary asking for SC approval.
- Once notified of approval, complete the procedure for all deposits noting on Form A that it is a donation and has been approved.



Is the donation under \$200?

Complete the procedures below for all deposits.

Fundraisers:



Have you had your fundraiser approved?

- Complete Form F—Fund Raiser Event Report before you start fundraising.
- Follow procedures below for deposits and attach the approved fundraiser form.

For All Deposits:



- Use Form A--Deposit Slip Attachment when collecting funds.
- Fill out bank deposit slip.
- Endorse checks.
- Submit deposits to bookkeeper. You must stay while bookkeeper verifies cash amount.
- Bookkeeper will verify receipt of deposit by signing off on Form A. DO NOT LEAVE DEPOSITS ON DESK.
- Encourage people to pay by check whenever possible.
- Deposit should be brought to the office within 24 hours of collecting funds.