






WAYLAND HIGH SCHOOL  
Student Activities Requisition Form Check List

For all payments:


<input type="checkbox"/> 	<ul style="list-style-type: none"> <li>◆ Complete and sign the Student Activities Check Requisition Form.</li> <li>◆ Co-advisor or principal should sign if the person making the request is the person being reimbursed.</li> <li>◆ Do not include sales tax. It cannot be reimbursed.</li> </ul>
<input type="checkbox"/> 	<p><b>Is Check Request for \$5,000 or more?</b></p> <ul style="list-style-type: none"> <li>◆ Include signed Purchase Request Approval Form</li> </ul>

For advisor, student, or parent reimbursement:


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

<input type="checkbox"/> 	<p><b>Did you pay cash?</b></p> <ul style="list-style-type: none"> <li>◆ Include original itemized receipt(s) from the vendor plus 2 copies.</li> </ul>
<input type="checkbox"/> 	<p><b>Did you pay by check?</b></p> <ul style="list-style-type: none"> <li>◆ Submit the original itemized receipt plus two copies.</li> <li>◆ Submit three copies of the canceled check.</li> <li>◆ Your name must be printed on the check.</li> </ul>
<input type="checkbox"/> 	<p><b>Did you pay by credit card?</b></p> <ul style="list-style-type: none"> <li>◆ Submit the original itemized receipt plus two copies.</li> <li>◆ Submit three copies of your credit card statement.</li> <li>◆ Your name and cleared transaction must show up on the statement.</li> <li>◆ If you are an authorized user on the credit card but your name is not on the statement, three copies of your credit card showing the last four digits must be included.</li> </ul>

For payment of vendors:

<input type="checkbox"/> 	<p><b>Is your class/club paying a vendor?</b></p> <ul style="list-style-type: none"> <li>◆ Submit the original itemized invoice or contract along with two copies.</li> </ul>
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For Donations:

<input type="checkbox"/> 	<p><b>Is your class/club making a donation?</b></p> <ul style="list-style-type: none"> <li>◆ Submit the original donation form or a cover letter to be including with the check along with two copies.</li> </ul>
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- 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:

<input type="checkbox"/> 	<p><b>Form A is to be used to record receipts received by the club/class.</b></p> <ul style="list-style-type: none"><li>◆ This form is to be used as a record when collecting funds.</li><li>◆ 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).</li></ul>
<input type="checkbox"/> 	<p><b>Do you have an approved Form H2--Field Trip Request Form?</b></p> <ul style="list-style-type: none"><li>◆ 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.</li></ul>


Donations:

<input type="checkbox"/> 	<p><b>Is the donation in excess of \$200?</b></p> <ul style="list-style-type: none"><li>◆ Donation needs School Committee approval before depositing (donations from WHSPO, Boosters, CAPA, or WPSF are exempt from SC approval).</li><li>◆ Give name of donor, amount, and club/class to Principal's secretary asking for SC approval.</li><li>◆ Once notified of approval, complete the procedure for all deposits noting on Form A that it is a donation and has been approved.</li></ul>
<input type="checkbox"/> 	<p><b>Is the donation under \$200?</b></p> <ul style="list-style-type: none"><li>◆ Complete the procedures below for all deposits.</li></ul>

Fundraisers:

<input type="checkbox"/> 	<p><b>Have you had your fundraiser approved?</b></p> <ul style="list-style-type: none"><li>◆ Complete Form F—Fund Raiser Event Report <b>before</b> you start fundraising.</li><li>◆ Follow procedures below for deposits and attach the approved fundraiser form.</li></ul>
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For All Deposits:

<input type="checkbox"/> 	<ul style="list-style-type: none"><li>◆ Use Form A--Deposit Slip Attachment when collecting funds.</li><li>◆ Fill out bank deposit slip.</li><li>◆ Endorse checks.</li><li>◆ Submit deposits to bookkeeper. You must stay while bookkeeper verifies cash amount.</li><li>◆ Bookkeeper will verify receipt of deposit by signing off on Form A. <b>DO NOT LEAVE DEPOSITS ON DESK.</b></li></ul>
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- Encourage people to pay by check whenever possible.
- Deposit should be brought to the office within 24 hours of collecting funds.