



**A.W.BROWN**  
LEADERSHIP ACADEMY

**2021-2022**

**FINANCE AND ACCOUNTING  
QUICK REFERENCE  
GUIDE**

## **PAYMENT REQUESTS**

- Specific instructions are listed on the back of each original request form
- One payment type per request (i.e. check, employee advance or purchase order)
- The fields must be completed including, payment method, account#, disposition
- ALWAYS submit supporting documents with requests (i.e. quote, reservation, online cart)
- Make copies of all documents before submitting to the Office Manager

## **PAYMENT PROCESSING SCHEDULE**

- Submit Payment Request forms for approval **10-15 BUSINESS DAYS** before needed
- Requests and supporting documents must be submitted to the OFFICE MANAGER by **Monday or Wednesday before 12 Noon** (do not give requests to Administrators)
- The OFFICE MANAGER will obtain Administrator signatures and place approved Payment Requests in the Finance box by 8:30am each Tuesday and Thursday
- Scanned, emailed and/or faxed Payment Requests are NOT accepted
- Payment Processing: **Tuesday: Complete by Friday & Thursday: Complete by Tuesday**

## **EMPLOYEE ADVANCES**

- Payment Requests must be submitted with a **Requisition Form (EXHIBIT A)**
- Advance monies may ONLY be used to purchase general supplies from local retailers
- Advance monies may NOT be used to pay vendors directly for products, services, food, or equipment rentals
- Employee Advances should be cleared immediately after each event by submitting the check stub, original receipts, all remaining cash and an **Expense Report (EXHIBIT B)**

**\*\*\*PLEASE MAKE COPIES OF ALL RECEIPTS & DOCUMENTS FOR YOUR RECORDS\*\*\***

## **PURCHASE ORDERS (PO's)**

Coaches/Sponsors/Team Leads/Teachers are **NOT ALLOWED** to place orders with vendors. Obtain vendor quotes and submit a "PURCHASE ORDER" Payment Request.

**NOTE: District funding will be denied to cover orders placed directly with vendors by Coaches / Sponsors/ Team Leads/ Teachers. Funding will be deducted from purchaser's regular payroll.**

- Review orders for accuracy; request corrections; place packing slips in the Finance box
- Submit all invoices for completed and fulfilled Purchase Orders to the Finance Office

## **ONLINE ORDERS**

- Staff members are **NOT ALLOWED** to make purchases online
- Submit a signed **Payment Request Form**, mark "Credit Card" as the payment type, print the cart or order details and write the username and password on the print out
- The Purchasing Department processes orders and makes payments

## **REQUESTING REPORTS - Grade Level / Athletics / Extra-Curricular**

Student Activity Grade Level/Group Fee Reports and Account Balances:

Contact **Chauncey King** via email, [cking@awbrown.org](mailto:cking@awbrown.org)

# Payment Request Form

## INSTRUCTIONS & PROCEDURES

1. Please complete the entire form. Failure to complete the form and provide supporting documents will result in delays
2. Submit requests **10-15 business days** prior to the need by date. (Note: The time begins once the Business Office receives the request.)
3. Submit the requests and supporting documents by **12 Noon Mondays and Wednesdays** to obtain signature approval. Checks are processed weekly on **Tuesday and Thursday mornings**.
4. All vendors are required to submit an updated **W-9 annually** to receive payment. Please provide a W-9 with all initial requests.
5. All payment requests must be submitted with either a quote, invoice, or detailed documentation of items to be purchased. **NOTE:** All event/ field trip payment requests must be submitted with the approved event/field trip documents.
6. Funds must be available in the account/ budget in order to process all requests.
7. Credit card payment requests will not be approved for all purchases. Those requests will be reserved for instances when credit card payments are the only form of payment.
8. Employees are NOT allowed to use personal monies to make purchases on behalf of AWBLA. Reimbursements will not be processed for such actions.
9. Vendor receipts must be submitted to the Business Office upon the completion of purchases.
10. Checks will only be made payable to employees for miscellaneous purchases (i.e. basic supplies, food items, etc.). The employee will have 30 days to submit receipts. If a payroll deduction is processed due to no receipts for the full payment request amount, all future requests for advance will be denied. **NOTE:** Employee advances cannot be used to pay vendors for products or services.
11. Employee advance requests must be submitted with a requisition form. (Exhibit A Requisition)
12. Expense report must be returned with receipts for employee advances. (Exhibit B Expense Report)
13. There is a **20% maximum reimbursement** limit for employee advance overages.
14. **Purchase Orders Procedures:**
  - Shipping receipts must be submitted to Ms. Peer after shipment is verified.
  - Final invoice must be approved by requester and submitted to the Business Office for payment.
  - Please speak with Ms. Peer regarding items needing to be inventoried prior to distribution.
  - Providing PO numbers that are not received from Ms. Peer will result in denial of payment.
  - All purchases **MUST** be approved prior to placing an order.

# Payment Request Form

Submission Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Requested by: \_\_\_\_\_

Payable to: \_\_\_\_\_

Justification/Purpose: \_\_\_\_\_

## Payment Type: (Choose One)

- Check
- Purchase Order
- Credit Card (Special Circumstances ONLY!)
- Employee Advance (Check made payable to employee)
- Internal/ Organization Transfer

## Payment Method: (Choose One)

Student Activity Account \_\_\_\_\_  
*Group Name/ Grade Level and Acct. #*

Operating Account \_\_\_\_\_  
*REQUIRED - Account #*

## Disposition:

Return signed check to: \_\_\_\_\_

Mail check to: \_\_\_\_\_  
*Name and Address*

\_\_\_\_\_  
*Approver's Signature*

# Payment Request Form

Submission Date: **01/17/21**

Return Date: **01/30/21**

Amount Requested: **\$220.00**

Requested by: **Mary Johnson**

Payable to: **Mary Johnson**

Justification/Purpose: **Quest Campus Black History Celebration**

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## Payment Type: (Choose One)

- Check
- Purchase Order
- Credit Card (Special Circumstances ONLY!)
- Employee Advance (Check made payable to employee)
- Internal/ Organization Transfer

## Payment Method: (Choose One)

- Student Activity Account \_\_\_\_\_

*Group Name/ Grade Level and Acct. #*

- Operating Account

**420116413-BlkHis**

*REQUIRED - Account #*

## Disposition:

- Return signed check to: **Mary Johnson**

- Mail check to: \_\_\_\_\_

*Name and Address*

\_\_\_\_\_  
*Approver's Signature*

# EMPLOYEE ADVANCE INSTRUCTIONS

## Step 1: Fully complete a "Payment Request" Form

\*\*All fields must be completed to prevent processing delays

STAFF IS NOT ALLOWED TO USE PERSONAL FUNDS FOR SCHOOL RELATED EVENTS & REQUIRE REIMBURSEMENT

## Step 2: Itemized Requisition (Exhibit A)

Provide a general list and approximate cost of items to be purchased from a local retail outlet using advanced monies. It is a good practice to request a maximum of 10% more than approximate cost calculated on Form "Exhibit A". All "original" receipts and unused monies must be returned to the exact amount of the advance.

Advanced monies may **NOT** be used to purchase items or services from Vendors:

(i.e. Bounce Houses; Trophies/Awards; Chair & Table Rentals; Event Speakers)

Vendors (businesses) must provide an invoice to receive payment for goods and/or services provided.

Submit Payment Request and Exhibit A forms to your campus' designated staff member by 12 Noon Mondays & Wednesdays

## Step 3: Expense Report (Exhibit B)

Please submit the following documents once your event has concluded:

1. Check Stub
2. Original Receipts
3. Employee Advance Expense Report - Exhibit B
4. Any remaining money (*exact amount in cash / check / money order*)
5. Seal all items in an envelope and place in the Finance Box on either campus  
(*Please DO NOT leave cash over \$10 in the Finance Box - Deliver to the Finance Office*)

~ PLEASE MAKE LEGIBLE COPIES OF ALL DOCUMENTS FOR YOUR FILE ~

# EMPLOYEE ADVANCE - REQUISITION

## (Exhibit A)

<b>Retail Store</b>	<b>General Item Description</b>	<b>Qty.</b>	<b>Amount (approx.)</b>
<b>Target</b>	rehearsal snacks & drinks	For 50ppl	70.00
<b>Dollar Tree</b>	craft supplies & containers		30.00
<b>Party City</b>	decorations		100.00

Total Amount Requested \$ 220.00

# EMPLOYEE ADVANCE - EXPENSE REPORT

## (Exhibit B)

Date: **3/5/18**

Employee Name: **Maya Angelou Group/Grade**

Level: **Black History Committee**

Advance Purpose: **Black History Program Supplies**

Advance Check# **1908**

<b>Retailer</b> (i.e. Walmart, Party City)	<b>Cost</b>
<b>Walmart</b>	<b>\$ 68.42</b>
<b>Dollar Tree</b>	<b>\$ 37.89</b>
<b>Party City</b>	<b>\$ 107.35</b>
	\$
	\$
	\$
	\$
	\$
	\$

<b>Retailer</b> (i.e. Walmart, Party City)	<b>Cost</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**NOTE: Form "A" stated Target, changing to Walmart or comparable retail outlet is allowed**

**Employee Advance Amt. \$ 220.00**

**Total Receipts Submitted \$ 213.66**

**Total Cash For Re-Deposit \$ 6.34**

**Overage Reimbursement \$**

**NOTE: A separate Payment Request Form must be submitted to receive up to a 20% overage refund per Employee Advance. Receipt copies must be submitted with all requests for reimbursement.**



# AWBLA PURCHASING

All employees are required to receive approval from their designated administrator prior to placing orders or requesting purchases. The district "Payment Request Form" will be the only document accepted for all forms of purchases.

Employees are NOT allowed to use personal monies to make purchases on behalf of AWBLA. Reimbursements will not be processed for such actions.

## ORDERING CATEGORIES

These items should be ordered through the Purchasing Manager using district contracted vendors.

- Educational Materials (i.e. textbooks; manipulatives)
- Training Materials
- Supplies (i.e. copy paper; toner; general office items)
- School Property (i.e. uniforms, equipment, computers)
- Subscriptions

## ORDERING PROCEDURES

1. Submit order requests to your campus' Office Manager by 12 Noon Mondays & Wednesdays, to receive administrative approval.

**Required documents:** Payment Request Form and vendor quote, online cart, or itemized product list

2. Purchase Orders will be created and faxed to vendors on Wednesdays & Fridays.
3. Approved orders are placed each Thursday.
4. When requesting quotes please be aware of the vendor's shipping and processing policy as expedited shipping will not be an option for untimely orders.

# PURCHASE ORDER PROCEDURES

A Purchase Order (PO) is a "promise to pay". Vendors will begin processing orders prior to fullpayment with this document, which is supplied by the Purchasing Manager.

Purchase Orders should be requested to order uniforms, equipment, supplies and all custom items. Verification of the order's accuracy should be determined prior to requesting vendor payment.

**PLEASE NOTE: District funding will be denied to cover orders placed directly with vendors by Coaches/ Sponsors/ Team Leads/ Teachers. Funding will be deducted from purchaser's regular payroll.**

1. Obtain a detailed itemized QUOTE/order summary from the vendor.
  - a. Include a valid fax number and rep. contact info. on the quote
2. Complete a "Payment Request" form, attach the QUOTE and submit to your OFFICE MANAGER by 12 Noon Mondays and Wednesdays to receive a signature approval.
3. Accounting will receive the signed request and supporting documents, verify the paycode and submit to the Purchasing Manager.
4. The Purchasing Manager will assign a PO number and fax the PO documents to the vendor. An email will be sent to requesting sponsor providing the PO# for tracking.
5. Vendor items will be shipped directly to the sponsor. All items must be reviewed for accuracy immediately.
6. Place all original packing slips in the Finance box. (keep a copy for your records)
7. The sponsor must work directly with the vendor to correct any errors in the order.
8. Once all items are cleared, the sponsor must place the vendor provided **FINAL INVOICE** (not a quote) directly in the Finance box.
9. The final invoice must include the PO#, sponsors signature and "**OK TO PAY**" written on the invoice.

**KEEP COPIES OF ALL DOCUMENTS FOR YOUR RECORDS**

# NO CASH POLICY GUIDELINES

A.W. Brown Leadership Academy does not accept cash as a form of payment for student fees that are submitted in yellow envelopes.

## CASH IS NOT ACCEPTED FOR THE FOLLOWING:

- \*Field Trip fees    \*Athletics/Extra-Curricular Group fees    \* Camp fees
- \* Group Uniforms    \* End of Year Trip fees    \* Banquet/Prom Tickets

**CASH IS NOT ACCEPTED FOR THE FOLLOWING:** (these items are not submitted in yellow envelope)

- \* District / Group Event Tickets    \*Fundraisers    \*Parent Field Trip Fees

**NOTE:** Items \$15 and under submitted directly to sponsors/coaches may be paid in cash, unless stated otherwise by responsible AWBLA staff member (i.e. shirts; lab fees)

<b>A.W. BROWN LEADERSHIP ACADEMY</b>		<b>FALL</b>
<b>STUDENT PAYMENT ENVELOPE</b>		
<u>Ms. Alexander</u>	<u>Quest</u>	<u>3F</u>
TEACHER'S or SPONSOR'S NAME	CAMPUS	GRADE & SECTION
<hr/> <b>Cassie Smith</b> <hr/>		
STUDENT'S NAME [Please Print]		
<hr/> <b>Charles Smith</b> <hr/>		
PARENT'S NAME(S) [Please Print]		
Group Name & Payment Purpose: - <u>Field Trip Fees</u>		
Payment Amount\$	<u>25.00</u>	Payment Method: <input checked="" type="checkbox"/> Money Order <input type="checkbox"/> Check
ONE FEE PAYMENT PER ENVELOPE / CASH NOT ACCEPTED		

**\*\*\*PARENTS ARE SOLELY RESPONSIBLE FOR DROPPING YELLOW ENVELOPES IN THE CORRECT PAYMENT BOX ON EITHER CAMPUS**

2021-2022

# CLASS T-SHIRT REQUEST FORM

**\*\*\*ONE FORM PER CLASS\*\*\***

(Do not combine classes)

Teacher's Name: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

TA's Name: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Section: \_\_\_\_\_n Campus: \_\_\_\_\_

Provide numbers for Scholars that **PAID** "FALL" fees.

## SCHOLARS ONLY

YOUTH SIZES:

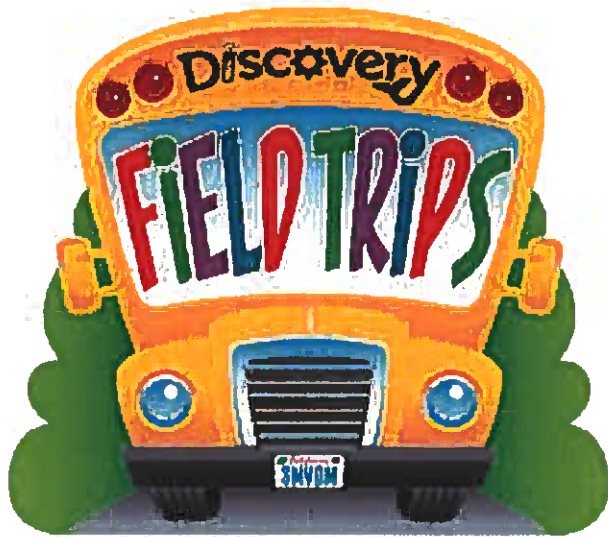
Extra-Small \_\_\_\_\_ Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ XL \_\_\_\_\_

ADULT SIZES:

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ XL \_\_\_\_\_ 2XL \_\_\_\_\_

Max. Order #: \_\_\_\_\_

PLEASE COMPLETE AND PLACE IN THE FINANCE BOX  
BY 8:30am, WEDNESDAY, SEPTEMBER 29, 2021



# \$50.00

Parents may pay the entire \$50.00 fee anytime before or on September 7, 2021.

**Fees may be paid in two installments:**



**Fall Installment - \$25.00**

due by Friday, September 10, 2021



**Spring Installment - \$25,00**

due by Friday, December 10, 2021

	<b>NO CASH ACCEPTED</b>	
<b>PAYMENT METHODS: Money Order / Check / Online</b>		

Paying online is  
simple using the  
**AWBLA**

**"SCHOOL STORE"**

(VISIT THE [FULL WEBSITE TO PAY](#))

<b>MY SCHOOL BUCKS</b>	THE SIMPLE WAY TO PAY STUDENT FEES ONLINE
<b>SCHOOL STORE</b>	
<b>SIGN UP TODAY!!!</b>	
<b><a href="http://www.MySchoolBucks.com">www.MySchoolBucks.com</a></b>	
SERVICE FEES APPLY PER TRANSACTION	

Email Fee Questions to: [studentfees@awbrown.org](mailto:studentfees@awbrown.org)



Parents may pay the entire  
\$50.00 fee anytime before or  
on September 10, 2021.

# Fall Field Trip Fee



# \$25.00

**FINAL DATE ACCEPTED**  
**Friday, September 10, 2021**

**NO CASH ACCEPTED**

**PAYMENT METHODS: Money Order / Check / Online**

Paying online is  
simple using the  
**AWBLA**

**"SCHOOL STORE"**

(VISIT THE [FULL WEBSITE](#) TO PAY)

**MY  
SCHOOL  
BUCKS**  
SCHOOL STORE

THE SIMPLE WAY TO PAY  
STUDENT FEES ONLINE



**SIGN UP TODAY!!!**

**[www.MySchoolBucks.com](http://www.MySchoolBucks.com)**

**SERVICE FEES APPLY PER TRANSACTION**

Email Fee Questions to: [studentfees@awbrown.org](mailto:studentfees@awbrown.org)

Date: \_\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_

Section: \_\_\_\_\_

**RE: FALL STUDENT ACTIVITY FEE .NON-PAYMENT NOTIFICATION**

Hello AWBLA Family Member,

Our verified records indicate that a fall **\$25.00 Installment** payment was not submitted for your scholar prior to the **September 10, 2021** deadline. This letter is being sent home to communicate that your scholar is not eligible to participate in the Fall field trip and field trip t-shirt order process.

If you feel you are receiving this letter by error, please email "Proof of Payment" to: **studentfees@awbrown.org**, no later than Friday, September 24, 2021. All communication regarding the Fall fee will be conducted via email. Please allow 24-48 hours for an email response.

Your scholar will be eligible to participate in the SPRING field trip, upon receipt of the Spring Fee payment. Please submit a Spring Fee payment according to the schedule below. There is no need to wait until the due date. **We are now accepting SPRING fee payments.**

Please make payments via money order, personal check or online. We have a district wide **NO CASH** policy for student fees.

Thank you for partnering with the AWBLA Eagle Nation!!!

**SPRING FIELD TRIP INSTALLMENT**

**SPRING \$25.00 Installment      FINAL DUE DATE: Friday, December 10, 2021**

# STUDENT ACTIVITY = PARENT REFUND PROCESS

Parent refunds must be initiated by a Teacher, Sponsor or Administrator. Parents should not be directed to the Finance Office regarding the approval to receive a refund.

Staff members may contact Mr. Chaucey in Finance, via email [cking@awbrown.org](mailto:cking@awbrown.org), to verify that monies are available for a specific refund request. Refunds will be processed once a "Payment Request Form" has been fully completed and signed by the appropriate Administrator.

## SAMPLE

### Payment Request Form

Submission Date: 8/12/17 Need By Date:- ~~ASAP~~

Amount Requested: \$ 120.00 Requested By: Jane Doe

Payable To: Carol Burnett (MUST BE PAYABLE TO PARENT)\_\_\_\_\_

Justification/ Purpose: Refunding Varsity Cheer fee for Lisa Burnette 6A. She is not able to participate in cheer due to a pre-existing leg injury. (PLEASE BE SPECIFIC)

**Payment Type: (Choose One)**

- Check
- Purchase Order
- Credit Card (Special Circumstances ONLY!)
- Employee Advance (Check made payable to employee)
- Internal/ Organization Transfer

**Payment Method: (Choose One)**

- Student Activity Account Carol Burnett  
*Group Name/ Grade Level and Acct. #*
- Operating Account \_\_\_\_\_  
*REQUIRED - Account #*

**Disposition :**

- Return signed check to \_\_\_\_\_
- Mail check to: **Carol Burnett**  
*Name and Address*

**Administrator Signature Required**

\_\_\_\_\_  
*Approver's Signature*