
PROCESSING PAYMENTS FOR STUDENT ACTIVITIES (ACC-W028)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction outlines how to process a student activity request for payment

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Tech II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 General Accounting Supervisor

4.0 DEFINITIONS:

- 4.1 Purchase Order Request form – a form requesting approval to purchase goods or services. This form must be approved prior to a purchase.
- 4.2 Request for Disbursement of Funds – a form requesting payment for goods or services.
- 4.3 Blue Bear software – Student Activities database
- 4.4 Escape – Financial Software for SCUSD

5.0 WORK INSTRUCTION:

- 5.1 Receive Request for Disbursement Request from school site.
 - 5.1.1 Verify the form is signed with authorized signatures.
 - 5.1.2 Verify supporting documents.
- 5.2 Confirm that an approved Purchase Order Request form is on file in Escape.
- 5.3 Confirm the availability of funds in their account.
- 5.4 Using the Blue Bear software, issue payment to the requested vendor.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order Request form
- 6.2 Request for Disbursement of Funds form
- 6.3 Monthly detailed report & data from Blue Bear Software

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for disbursement of funds form & supporting documents.	Accounts Receivable file in G/A	2 yrs	Discard as desired	Secured area

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/15/04	A	Initial Release

***** End of procedure *****