
PROCESSING DISBURSEMENTS FOR STUDENT ACTIVITIES (ACC-P028)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure 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 Technician II

3.0 APPROVAL AUTHORITY:

Approved Signature on file

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 Purchase Order Request – a form requesting approval to purchase goods or services. This form must be approved prior to any purchases.
- 4.2 Disbursement Request – a form requesting payment for goods or services.
- 4.3 Blue Bear SchoolBooks software – Student Activities database.
- 4.4 Unorganized student activity – Unorganized student activity are allowed in elementary and high schools in which the student body is not organized. Student Activities fundraising teaches students about real life business activities and provide money to fund student extra-curricular activities.

5.0 PROCEDURE:

- 5.1 Receive Disbursement Request from school site (See ACC-W032 for processing detail).
 - 5.1.1 Verify form is signed with authorized signatures.
 - 5.1.2 Verify supporting documents.
- 5.2 Confirm that an approved Purchase Order Request is on file. (See ACC-W032 for processing detail).
- 5.3 Confirm availability of funds in their account (See ACC-W032 for processing detail).
- 5.4 Using the Blue Bear software, issue payment to the requested vendor (See ACC-W032 for processing detail).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order Request
- 6.2 Disbursement Request
- 6.3 Monthly detailed report & data from Blue Bear software

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Disbursement Request form & supporting documents	File Cabinets in General Accounting	4 years	Discard as desired	Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/7/04	A	Initial release
3/27/08	B	Removed "in Student Activities Binder" from item 5.2; corrected spelling & grammar

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