
PROCESSING DISBURSEMENTS FOR STUDENT ACTIVITIES (ACC-W032)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction describes how to process a Disbursement Request for Student Activities.

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 form – 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 School sites may have one or more student activity accounts opened for extra-curricular activities. These funds are to be used to benefits the students only, and not staff.

5.0 WORK INSTRUCTION:

5.1 Disbursement Request -

- 5.1.1 Review Disbursement Request – Principal Name and Site/school listed, Date, purchase order number, checked yes or no to close purchase order, verify payee, address matches purchase order. Verify invoice number matches the invoice provided, amount matches amount on invoice or receipt unless otherwise stated. The Account name and account number should be listed. Verify the two signatures are authorized signatures, 3 signatures if they are a middle school or high school.
- 5.1.2 Open Blue Bear SchoolBooks software program.
- 5.1.3 Go to File, change school, highlight school
- 5.1.4 Hit select

5.2 Invoice entry

- 5.2.1 Go to entry, click invoice entry
- 5.2.2 Type vendor code or use lookup – hit tab
- 5.2.3 Type invoice number – hit tab
- 5.2.4 Type Date of invoice (if there is no date, type date on disbursement request)– Hit tab
- 5.2.5 Type date of invoice – Hit tab
- 5.2.6 Type in amount – Hit tab

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- 5.2.7 Select purchase order
- 5.2.8 Tab to Memo field
- 5.2.9 Type school name is caps
- 5.2.10 Click detail tab. The purpose, Auth by, GL, and Received (amount) fields will automatically fill in from the purchase order.
- 5.2.11 Edit the Received amount if necessary
- 5.2.12 Click OK, Click Accept
- 5.2.13 Repeat steps 5.2.1 – 5.2.12 if anymore invoices
- 5.2.14 Exit Invoice Entry menu

5.3 Computer Checks

- 5.3.1 Go to Entry – Click computer checks
- 5.3.2 Verify all invoices are there
- 5.3.3 Click Print checks
- 5.3.4 Type in first check number
- 5.3.5 Insert check(s) in the printer
- 5.3.6 Hit OK – Checks will print individually
- 5.3.7 Verify the checks printed correctly
- 5.3.8 The screen will ask if the checks printed correctly
- 5.3.9 Click yes or no; if you click no, then follow directions on the screen
- 5.3.10 The screen will say please remove checks from the printer – click yes
- 5.3.11 The screen will ask you if you want to print the computer check journal
- 5.3.12 Select yes, click print
- 5.3.13 The screen will ask you if the Computer Check Journal printed ok and if the data is correct
- 5.3.14 Select yes or no; if not follow direction on screen to correct it
- 5.3.15 The screen will ask you if you want to update the computer check journal
- 5.3.16 Click yes
- 5.3.17 Exit computer checks

5.4 Organization of paperwork

- 5.4.1 File computer check journal in check number order
- 5.4.2 Write site name of top of each check (do not write if site name is already on check)
- 5.4.3 Fold the bottom portion of the check under, so the signature line is showing
- 5.4.4 Write check no. and today's date on Disbursement Request
- 5.4.5 Clip in the following order:
 - 5.4.5.1 Check to be signed
 - 5.4.5.2 Disbursement Request
 - 5.4.5.3 Invoice, receipt, back-up
 - 5.4.5.4 Purchase Order Request (if closing)
 - 5.4.5.5 Place in the green folder until all checks are processed

5.5 Get signatures

- 5.5.1 Check to see which two signers are signing this week
- 5.5.2 Get signatures

5.6 Copy and distribute

- 5.6.1 Unfold bottom portion of check
- 5.6.2 Copy entire packet. Make one extra copy of the signed check
- 5.6.3 Tear of bottom portion of check
- 5.6.4 Send check and copy of invoice (if needed) to vendor
- 5.6.5 Send packet copy to school site
- 5.6.6 Attach extra copy of check and bottom stub to packet and file

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order Request Form
- 6.2 Disbursement Request
- 6.3 Monthly detailed report & data from Blue Bear SchoolBooks Software
- 6.4 Processing Disbursements for Student Activities (ACC-P028)

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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 & 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>
12/09/04	A	Initial release
4/1/08	B	Revised form name in 4.2; revised software name; revised wording in 4.4; deletion of 5.1.5-5.1.12; deletion of entire section 5.4; revision of section 5.4; deletion of 5.5.3; addition of section 5.6; changed record retention from 2 years to 4 years.

***** End of work instruction *****