




BULLETIN

SUBJECT: Advance Placement (AP) Exam Fees **2014-15 NO. BS-24**

TO: High School Principals and Office Managers

DATE: October 16, 2014

PREPARED BY: Amari Watkins, Director **DEPARTMENT:** Accounting Services

REVIEWED BY: Gerardo Castillo, CPA, **APPROVED:** 
Interim Chief Business Officer

The intent of this bulletin is to clarify the process for depositing Advance Placement (AP) exam fees and paying AP exam invoices. Some school sites are using Associated Student Body (ASB) accounts to deposit AP exam fees and pay partial AP exam invoices. Resource **9020** was created to record all transactions related to AP exams including a school site's state reimbursements, student exam fees, and vendor invoices.

ASB accounts are used exclusively for fundraising and extra-curricular activities. **Please do NOT deposit AP exam fees received from students into ASB accounts nor pay any part of AP exam invoices from ASB accounts**

Upon receipt of student exam fees, complete a Deposit Detail form (ACC-F017). This is the same process followed to deposit donations and lost library/textbook money. Include resource 9020 and the school site location for all AP exam fees collected. Send completed Deposit Detail Forms with fees collected to Accounting Services for deposit.

When paying AP exam invoices such as the College Board, create a requisition in ESCAPE using resource 9020 (e.g., 01-9020-0-5810-00-1110-3160-000-LOC-000). Resource 9020 will include state exam fee reimbursement funds (if applicable) and AP exam fees submitted to Accounting Services for deposit. All funds will be available in this account to pay invoices in full.

If you have any questions on the above, please contact Accounting Services at 643-7894.

Thank you for your cooperation.