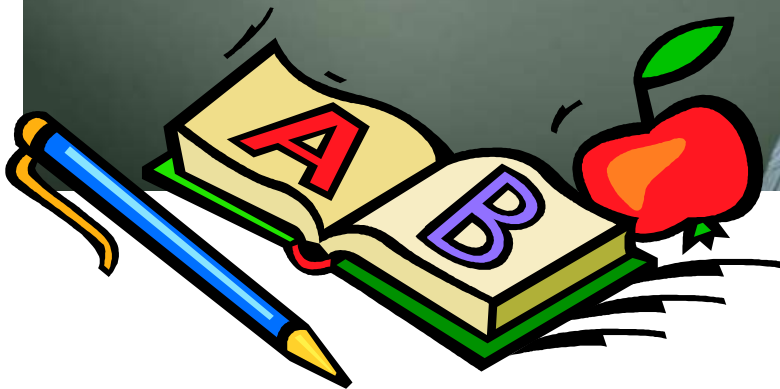


Chandler Unified School District  
Student Activity

SPONSOR  
MANUAL



2020 – 2021

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# GENERAL INFORMATION

**Student Activity Contacts**

**Tax Identification Number**

**Dos & Don'ts of Being a Sponsor**

**Club Charter**

**Club Minutes**

**Gift Donations**

**Fundraising & Boosters**

**Fundraising Procedures**

**Fundraising Approval Form**

**Tax Credit**

# STUDENT ACTIVITY OPERATIONS MANUAL

This manual was designed as a source document for the sponsors of each club in relation to the District's Student Activity Funds. All schools must comply with these procedures. Compliance with the following procedures will develop consistency between schools and help maintain compliance with the Uniform System of Financial Reporting (U.S.F.R.) The U.S.F.R. is the accounting and financial reporting manual for Arizona School Districts, established by the Department of Education Auditor General. The Chief Financial Officer must approve any deviation from these procedures.

All references to the "Bookstore Manager" made in this manual refer to the following:

**ACP - Erie:** This school has been assigned to  
**ACP-Erie Bookstore - Laura Arceo**  
**Ext 8014**

**CHS:** This school has been assigned to  
**CHS Bookstore - Susie Barthelme**  
**Ext 7745**

**CCHS** This school has been assigned to  
**CCHS Bookstore - Kristina Goble**  
**Ext 8131**

**HHS:** This school has been assigned to  
**HHS Bookstore - Meagan Clark**  
**Ext 5220**

**BHS:** This school has been assigned to  
**BHS Bookstore - Veda Gooslin**  
**Ext 2262**

**PHS:** This school has been assigned to  
**PHS Bookstore - Debbie Brown**  
**Ext 2862**

**JR Highs:** These schools have been assigned to  
**District Office Acct - Student Activities Administrator**

**Elementary:** These schools have been assigned to  
**District Office Acct - Student Activities Administrator**

# **DISTRICT OFFICE CONTACTS**

## **Business Office**

Assistant Business Manager:	Lauren Randel	x7122
Assistant Business Manager:	Heather Caviar	x7675
Business Office Coordinator:	Melissa Branting	x7673
Student Activities Administrator:	Lisa Fortney	x7107
P-Card Administrator:	Christy Francis	x7670
Revenue Tech- InTouch:	Cathi Taylor	x7687
Account Tech- Refunds:	Cindy Clarke	x7106

## **Purchasing Department**

Director of Purchasing:	Dale Larson	x7615
Purchasing Clerk:	Dianne Silva	x7636

## **Elementary/Secondary Education (Fundraising Information)**

Elementary:	Autumn Sample	x7612
Secondary:	Joanna Athey	x7667

## GENERAL INFORMATION

Student Activity monies are raised through the efforts of students. These monies are accounted for in the Student Activity Fund.

Monies raised are to be used for the benefit of the students whom fundraised.

This fund uses a modified accrual basis of accounting. This means that revenues are recorded when cash is received, and expenditures are recorded when liabilities are incurred.

Listed below is revenue commonly associated with Student Activity Fund accounting (this is not an all-inclusive list):

- **Fundraisers**
- **Concessions**
- **Ticket Sales (dances, etc.)**
- **Donations**

**TAX IDENTIFICATION NUMBER: 86-6000515**

Booster/PTO clubs are not allowed to use this Tax ID number. Contact the Chandler School Boosters Director for questions and information about Booster/PTO clubs.

# THE DOS AND DON'TS OF BEING A SPONSOR

## DON'TS:

1. **Don't** make any purchases without a properly executed Purchase Order (PO). This means you have your PO prior to making any purchases, ordering product or starting a fundraiser.
2. **Don't** sign contracts or agreements. Refer to Contract Agreement Processing Procedures and Vendor Checklist
3. **Don't** request a PO for goods or services purchased from a CUSD employee. Employees can contact the purchasing manager about the CUSD regulations. This also applies to employees that had provided goods or services in the past.
4. **Don't** keep money in your classroom. You could be liable for any loss.
5. **Don't** spend the cash raised from fundraisers (NO EXCEPTIONS)! Make sure all cash is properly deposited into the club account. **Don't** donate cash directly to a charity or make any purchase with the cash.
6. **Don't** allow any student or their parents to make a purchase using their own money. They **WILL NOT** be reimbursed for any reason.
7. **Don't** make purchases with your own money. You **WILL NOT** be reimbursed. The only exception is in a TRUE emergency situation and after you have obtained prior approval from the Assistant Business Manager. Instead, use a PO or Purchasing card, **plan ahead**.
8. **Don't** hold any type of raffle or game of chance per CUSD Governing Board policy.

## DOS:

1. Do have the Admin Assistant/Bookstore Manager at your site run a report for your club account **BEFORE** you request a PO or make a P-card purchase, in order to check your Student Activity, Auxiliary, and Tax Credit balance.
2. Do attach signed/dated club minutes to all requisitions submitted for a PO. The minutes should include **clear and detailed information** of **what** the club members approve **including amount to be spent and event dates**. Accurate documentation of the club minutes is vital in protecting student club funds and is District policy.
3. Do sign (as the Sponsor) and have a student officer **sign & date** student activity club minutes, requisitions, invoices, and cash collection reports. Print names next to signatures if they are not legible.
4. Do keep track of expenditures for open POs and make sure to request change order increases **prior** to making purchase over your open PO balance. Minutes approving all increases are required **prior** to purchases.
5. Do attend all club activities including fundraisers, practices, and games. For example, sponsors must be present for a scheduled car wash.
6. Do remember that requisitions have dollar amount limitations based on your club account balance. Refer to Procurement Rules/Quotes.

## **GIFT DONATIONS**

Donations made to a particular club can be deposited into the Student Activity bank account if the donor does not require a receipt for tax purposes. The club should make a copy of the check and write a letter of thanks for the donation.

If the donor requires a receipt for tax purposes, the donation cannot be deposited into Student Activity. The donation must be deposited into the tax credit account and a receipt is provided or can be printed if done online.

If the donor does not require receipt and sends the donation to the school, the donation will be deposited into the Gift Fund through the district office Accounting Department. The check, and any documentation supporting the donation must be attached to a Cash Collection Form. The Office Manager/Bookstore Manager will send the check and documentation to district office accounting. to make the bank deposit. This must be done within 5 days of receiving the check.

## **FUNDRAISING AND BOOSTERS WORKING TOGETHER**

If students want to be involved with a booster organization in jointly raising funds, the students will work with PTO or Boosters and document in meeting minutes to approve how much time and effort they will spend in fundraising with the booster organization. The students should also approve the percentage or dollar amount the booster organization will pay them for their time and effort joint fundraising. Following completion of the fundraiser, the boosters will issue a check to the club for deposit into their Student Activity bank account.

## **STUDENT/CLASS/CLUB FIELD TRIP**

If a class/club will be taken on a field trip that involves transportation and Student Activity money will be used, minutes **MUST** show approval to spend the money before the trip is taken and a copy of them given to the Bookstore Manager even if there is no PO or Requisition that will be used. They must be on file for documentation approval to use Student Funds and for audit purposes.

## **MEAL MONEY FOR TRIPS WITH STUDENTS**

Meal money must be requested for an athletic event or a club/class competition/convention trip two weeks in advance of the trip taking place. The meal money invoice should be filled out, signed off by the Principal and submitted to Accounts Payable. If an athletic team is involved, the Athletic Director will sign off as well as the Principal before submitting for money. When possible, Boosters should be utilized to pay for meals.





# CHANDLER UNIFIED SCHOOL DISTRICT ATHLETIC DEPARTMENT

## IN-STATE MEAL ALLOWANCE GUIDELINES

The following guidelines are for the use of Auxiliary **gate receipt** monies for meals for interscholastic athletics.

- At the High School Athletic Director's (AD) discretion, one meal per day may be provided as a result of participating in a regularly scheduled competition or a state tournament outside of the Phoenix and Tucson metropolitan areas.

### THE IN-STATE MEAL REIMBURSEMENT WILL BE LIMITED TO:

Breakfast    \$7.00 a meal - if leaving your school prior to 7:45 am.

Lunch        \$10.00 a meal - if leaving your school prior to 12:30 pm.

Dinner        \$13.00 a meal - if leaving off-site school event after 6:30 pm.

- **Meals will not be funded if any of the following apply:**
  - The game is within the Phoenix and Tucson metropolitan areas,
  - The team travels, plays the contest and returns directly home, OR
  - Competition is due to an invitational by choice of coaching staff.

**NOTE:** The School may provide a meal if the school is involved in an **all-day tournament** within the metropolitan area. Visit your Athletic Director for approval.

### HOW DO I GET A CHECK FOR MEAL MONEY?

1. After the Meal Allowance Invoice is approved by your Athletic Director, it should be sent to Accounts Payable. The check will be issued in the coach's name and will need to be cashed before the event.
2. The coach shall receive an envelope from the Bookstore for each trip/event.
3. The envelope must be filled out and all meal receipts returned to the Bookstore after the trip, along with any remaining funds to be deposited back in to the Auxiliary gate receipt account.
4. IF cash is given to each student as a daily allocation, the student must sign the envelope next to their name and amount given. Receipts are not required when giving a daily allocation to the student.

### CAN A P-CARD BE USED FOR MEAL MONEY?

- ONLY under extenuating circumstances (ie: bracket playoffs where 1-2 days' notice was given to the school as to the location of the event being outside of the metropolitan area), will a P-CARD be authorized to use.
- The Purchasing Manager must give authorization beforehand and the email approval must be attached to the PCARD log.
- For meal money that was not requested in time to receive a check, the AD must request a one-time exception and contact CUSD's CFO, Purchasing Manager and the Director of Athletics to receive authorization to use the school's PCARD. Email authorization must be attached to the PCARD log along with the Meal Allowance Invoice form if request is granted.

Any deviation from these guidelines must be approved by the Chief Financial Officer.





# CHANDLER UNIFIED SCHOOL DISTRICT ATHLETIC DEPARTMENT

## OUT-OF-STATE MEAL ALLOWANCE GUIDELINES

The following guidelines are for the use of **student activity, tax credit or auxiliary monies** for meals for out of state extracurricular travel.

- At the Principal's or Athletic Director's (AD) discretion, meal money may be provided as a result of participating in an event outside of Arizona.
- When available, **booster/PTO money** should be utilized first for meal costs associated with out of state events before using student activity, tax credit or auxiliary funds.
- If booster/PTO money is **not** available, the teacher/coach can ask each student to bring money for their own food.

### THE OUT-OF-STATE MEAL REIMBURSEMENT WILL BE LIMITED TO:

<u>Breakfast</u>	\$10.00 a meal - if leaving your school site prior to 7:45 am
<u>Lunch</u>	\$13.00 a meal - if leaving your school site prior to 12:30 pm or returning home after 12:30 pm
<u>Dinner</u>	\$17.00 a meal - if leaving your school site prior to 6:00 pm or returning home after 6:00 pm

**NOTE:** For athletics, meals will not be funded by Auxiliary gate receipt money if the competition is due to an invitational by choice of the coaching staff.

### HOW DO I GET A CHECK FOR MEAL MONEY?

1. When requesting meal money, the Meal Allowance Invoice must be filled out and approved at least 14 days prior to the event. Once approved by your AD or supervisor, it should be sent to Accounts Payable. The check will be issued in the teacher's/coach's name and will need to be cashed before the event.
  2. The use of Student Activity money must be approved with club minutes. Your Principal must approve the use of tax credit or auxiliary money. It is recommended when using student activity money that the dollar amount approved for meals follow the limits provided in the guidelines above.
  3. The teacher/coach shall receive an envelope from the Bookstore for each trip/event. The envelope must be filled out and all meal receipts returned to the Bookstore after the trip, along with any remaining funds to be deposited back in to the club account.
  4. IF cash is given to each student as a daily allocation, each student must sign the envelope next to their name and amount given. Receipts are not required when giving a daily allocation to the student when following the meal dollar limit.
- PCARD use for club/athletic meals is NOT allowed for out of state travel, money must be requested in advance.

Any deviation from these guidelines must be approved by the Chief Financial Officer.





## CHANDLER UNIFIED SCHOOL DISTRICT NON-ATHLETIC (STUDENT)

### IN-STATE MEAL ALLOWANCE GUIDELINES

The following guidelines are for the use of student activity, tax credit or auxiliary monies for meals for clubs and non-interscholastic athletics.

- At the High School Principal's discretion, meal money may be provided as a result of participating in an event.

#### THE IN-STATE MEAL REIMBURSEMENT WILL BE LIMITED TO:

<u>Breakfast</u>	\$7.00 a meal - if leaving your school prior to 7:45 am.
<u>Lunch</u>	\$10.00 a meal - if leaving your school prior to 12:30 pm.
<u>Dinner</u>	\$13.00 a meal - if leaving off-site school event after 6:30 pm.

#### HOW DO I GET A CHECK FOR MEAL MONEY?

5. After the Meal Allowance Invoice is approved by your Principal, it should be sent to Accounts Payable. The check will be issued in the teacher's name and will need to be cashed before the event.
6. The teacher shall receive an envelope from the Bookstore for each trip/event.
7. The envelope must be filled out and all meal receipts returned to the Bookstore after the trip, along with any remaining funds to be deposited back in to the account in which it came from.
8. IF cash is given to each student as a daily allocation, the student must sign the envelope next to their name and amount given. Receipts are not required when giving a daily allocation to the student.

#### CAN A P-CARD BE USED FOR MEAL MONEY?

- ONLY under extenuating circumstances will a P-CARD be authorized to use.
- The Purchasing Manager must give authorization beforehand and the email approval must be attached to the PCARD log.
- For meal money that was not requested in time to receive a check, the Principal must request a one-time exception and contact CUSD's CFO and Purchasing Manager to receive authorization to use the school's PCARD. Email authorization must be attached to the PCARD log along with the Meal Allowance Invoice form if request is granted.

Any deviation from these guidelines must be approved by the Chief Financial Officer.





## CHANDLER UNIFIED SCHOOL DISTRICT NON-ATHLETIC (STUDENT)

### OUT-OF-STATE MEAL ALLOWANCE GUIDELINES

The following guidelines are for the use of **student activity, tax credit or auxiliary monies** for meals for out of state extracurricular travel.

- At the Principal's discretion, meal money may be provided as a result of participating in an event outside of Arizona.
- When available, **booster/PTO money** should be utilized first for meal costs associated with out of state events before using student activity, tax credit or auxiliary funds.
- If booster/PTO money is **not** available, the teacher can ask each student to bring money for their own food.

#### THE OUT-OF-STATE MEAL REIMBURSEMENT WILL BE LIMITED TO:

<u>Breakfast</u>	\$10.00 a meal - if leaving AZ school prior to 7:45 am
<u>Lunch</u>	\$13.00 a meal - if leaving AZ school prior to 12:30 pm or returning home after 12:30 pm
<u>Dinner</u>	\$17.00 a meal - if leaving AZ school prior to 6:00 pm or returning home after 6:00 pm

#### HOW DO I GET A CHECK FOR MEAL MONEY?

5. When requesting meal money, the Meal Allowance Invoice must be filled out and approved at least 14 days prior to the event. Once approved by your Principal, it should be sent to Accounts Payable. The check will be issued in the teacher's name and will need to be cashed before the event.
  6. The use of **student activity** money must be approved with club minutes. Your Principal must approve the use of **tax credit or auxiliary** money. It is recommended when using **student activity** money that the dollar amount approved for meals follow the limits provided in the guidelines above.
  7. The teacher **shall receive an envelope from the Bookstore** for each trip/event. The envelope must be filled out and all meal receipts returned to the Bookstore after the trip, along with any remaining funds to be deposited back in to the club account.
  8. **IF** cash is given to each student as a daily allocation, each student **must sign the envelope** next to their name and amount given. Receipts are not required when giving a daily allocation to the student when following the meal dollar limit.
- **P-CARD use for club meals is NOT allowed for out of state travel, money must be requested in advance.**

Any deviation from these guidelines must be approved by the Chief Financial Officer.





# CLUB MINUTES

Club minutes are required to be attached to all requisitions submitted for Purchase Order processing and all Purchasing Card Logs. A template has been provided on the following page to use for club minutes. Please use this form. **An electronic, fillable PDF version of this document is now available.** Please do not send in minutes that are not legible, not signed, not dated or are not detailed with approved amounts, dates and products as they will be returned.

**\*\*\*Club Sponsors are required to supervise the activities and meetings of the club, however as a best practice, students should be running the meetings, taking minutes, and making all motions on the minutes.**

Club minutes must include the following:

1. School name/Club name
2. Meeting date/ Minutes taken by
3. Members present (a roster may be attached)
4. Details of any miscellaneous business discussed/Motions made
5. Clear, detailed information of what club members approve including total amount for expenditures, vendors for purchases (if known) at that time and event dates.
6. Signature of student officer and sponsor and date

### **Examples:**

Motion 1: Approved \$200 for candy bars purchased from Costco and sold for \$1.00 ea. Money raised will be used to pay for club t-shirts from Logocomotion.

Motion 2: Approved \$250 each to be donated to Wildlife Conservation, and Boys and Girls Club of Chandler.

Motion 4: "Back to School" Party has been approved by Stuco, Principal Edwards, and the District Office. Party scheduled for Aug. 24, 2015 from 3 - 4:30 pm in the school courtyard. Approved \$2.00 entry fee per student to be charged.

Motion 5: Approved \$250 for DJ for "Back to School" party on Aug 24, 2015. DJ services will be provided by Music Your Way, LTD.

Motion 6: Approved \$200 for Papa John's Pizza to sell at the "Back to School" party Aug 24, 2015. Charge \$1.00 for one slice of pizza.

\*When making motions, round up to the nearest \$100 or more to make sure tax, freight, and any unexpected charges are covered.

**Student Officer *and* Sponsor signature required on all minutes - Please print names underneath when signatures are not legible.**

### **Important Regulation:**

It is District policy in compliance with the U.S.F.R. that all club documentation, i.e.; Minutes, copies of cash collection deposits, POs, receipts, etc. must be kept for four years from end of school year. Box, label, and store your files until the appropriate time to discard them.

School Basha High School

## CLUB MINUTES

Club Name Student Council

Date 7-1-19

Taken By: Stephanie Meeting Opened: 11:00  AM /  PM

By: James Seconded: Michael

Members Present:

Stephanie Anderson, Michael Jones, James Smith, Emma Brown, Ava Wilson, Noah Davis, Aiden Johnson, Mia Miller

Misc. Business:

Talk about Homecoming

Motions:

1. Made by: Stephanie Seconded by: Michael  
Approve spending an amount not to exceed \$2000 on the DJ for Homecoming.

Amount Approved \$ 2000 Motion Passed  Yes /  No

2. Made by: Emma Seconded by: Ava  
Approve spending an amount not to exceed \$1100 on Homecoming t-shirts from Logocomotion.

Amount Approved \$ 1100 Motion Passed  Yes /  No

3. Made by: Aiden Seconded by: Mia  
Approve spending an amount not to exceed \$500 for snacks for Homecoming.

Amount Approved \$ 500 Motion Passed  Yes /  No

Meeting closed at 11:33  AM /  PM

By: James Seconded Michael

Stephanie Anderson  
Student Officer Signature

7-1-19  
Date

Jane Williams  
Sponsor Signature

7-1-19  
Date

Stephanie Anderson  
Student Officer Name Printed

Jane Williams  
Sponsor Name Printed

**Minutes must include:**

- Club Name & Date,  School,  Members Present,  Dollar amount approved,
- Item approved to buy and student officer and Sponsor Signatures.

School \_\_\_\_\_

# CLUB MINUTES

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Taken By: \_\_\_\_\_ Meeting Opened: \_\_\_\_\_  AM /  PM

By: \_\_\_\_\_ Seconded: \_\_\_\_\_

Members Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Misc. Business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motions:

1. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

2. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

3. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

Meeting closed at \_\_\_\_\_  AM /  PM

By: \_\_\_\_\_ Seconded \_\_\_\_\_

\_\_\_\_\_  
Student Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Officer Name Printed

\_\_\_\_\_  
Sponsor Name Printed

**Minutes must include:**

- Club Name & Date,  School,  Members Present,  Dollar amount approved,
- Item approved to buy and student officer and Sponsor Signatures.

School \_\_\_\_\_  
**CLUB MINUTES**

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Taken By: \_\_\_\_\_ Meeting Opened: \_\_\_\_\_  AM /  PM

By: \_\_\_\_\_ Seconded: \_\_\_\_\_

Members Present:

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Misc. Business:

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Motions:

1. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

---

---

Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

2. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

---

---

Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

3. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

---

---

Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

4. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

5. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

6. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

7. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

8. Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Amount Approved \$ \_\_\_\_\_ Motion Passed  Yes /  No

Meeting closed at \_\_\_\_\_  AM /  PM

By: \_\_\_\_\_ Seconded \_\_\_\_\_

\_\_\_\_\_  
Student Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Officer Name Printed

\_\_\_\_\_  
Sponsor Signature Printed

**Minutes must include:**

- Club Name & Date,  School,  Members Present,  Dollar amount approved,
- Item approved to buy and student officer and Sponsor Signatures.

# Club Members

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

## Fund-raising in the Chandler Unified School District (CUSD)

### Guidelines:

Activities that are done for the purpose of fund-raising must be initiated, sponsored, and recorded by one of the following:

- 1) A Chandler Unified School District (CUSD) **authorized student activity club**. Receipts and expenditures must be recorded in a CUSD Student Activity Club account. Refer to the CUSD Student Activity Manual.
- 2) A CUSD **recognized parent support organization**. Receipts and expenditures must be recorded in a parent organization checking account.

### Student activity club Fund-raisers

1. Fund-raisers that are sponsored by a CUSD Student Activity Club must follow CUSD policy JJE (see Appendix) as well as accounting procedures outlines in the CUSD Student Activity Manual.
2. The Fund-raising Authorization and Approval Form must be completed, signed by the club sponsor and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.
3. Fund-raising efforts should not begin until the fund-raiser has been officially approved by the Assistant Superintendent for Elementary or Secondary Education.

Note: Fund-raising activities by Student Activity clubs that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited. Students are not allowed to participate in any raffle or gambling-type fund-raiser. (See Raffle and Bingo Policy and Legal Opinion of Bill Sims in the Appendix.)

### Parent support organization fund-raisers

1. Fund-raisers coordinated by a parent support organization may involve:
  - a. Parents/boosters only—requires Fund-raising Authorization and Approval Form signed by organization President and site Principal
  - b. Parents/boosters and student body (but not a specific Student Activity club)— requires Fund-raising Authorization and Approval Form signed by organization President and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.
  - c. Parents/boosters and specific Student Activity club—requires Fund-raising Authorization and Approval Form signed by the club sponsor and organization President and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.

Note: When parent support organizations and Student Activity clubs are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The principal or designee is responsible for determining that effort and related allocation. (This allocation is not required when a fund-raiser involves parent support organizations and the student body, but not a specific club.)

If a Student Activity club has not already been established for a particular extracurricular activity/sport, then one must be established according to guidelines provided in the Student Activity Manual. Please contact site administration or the high school bookstore manager for a copy of the Student Activity Manual.

2. Fund-raising efforts involving students should not begin until the fund-raiser has been officially approved by the Principal and Assistant Superintendent for Elementary or Secondary Education.





**Fund-Raising Authorization and Approval Form**

*(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the Principal or designee and the Organization. All information must be submitted to Site Administration and/or Office of Elementary Ed or Secondary Ed **14 days prior** to fund-raiser.)*

Name of Club/Organization: \_\_\_\_\_ School: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Position in Organization: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_ Organization's Meeting Date (of approval): \_\_\_\_\_

PURPOSE OF FUND-RAISER:  
 \_\_\_\_\_

FUND-RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, to whom will solicitations be made, etc.):  
 \_\_\_\_\_

LOCATION OF FUND-RAISER (specific room, address, event or function, etc.):  
 \_\_\_\_\_

HOW MANY STUDENTS WILL BE INVOLVED IN THE FUND-RAISER? \_\_\_\_\_

IF FUND-RAISER IS JOINTLY SPONSORED between parent organization and student club, describe who will perform various fund-raising responsibilities and how will monies be allocated between the parent organization and student club):  
 \_\_\_\_\_

HOW WILL FUNDS BE DISBURSED/SPLIT? (Please ensure Club is an APPROVED club.)

%	%
---	---

VENDOR NAME: \_\_\_\_\_

FUND-RAISER START DATE: \_\_\_\_\_ FUND-RAISER END DATE: \_\_\_\_\_ ESTIMATED FUND-RAISER GOAL: \_\_\_\_\_

**DOOR TO DOOR SOLICITATIONS ARE NOT PERMITTED**

All fund-raisers must have the approval of the Principal or designee. Chandler Unified School District activities that are done for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following groups. Fund-raisers that are jointly sponsored must be initiated by both groups. Initial all appropriate:

- A. CUSD Authorized Student Club/Teacher (Sponsor's, teacher's, & Club Officer's initials required).**  
 \_\_\_\_\_ We acknowledge that student clubs which sponsor a fund-raiser shall deposit funds and record expenditures in the CUSD student activity account and follow the CUSD Student Activities Manual guidelines.

**B. CUSD Recognized Parent Organization (Officer's initials required).**  
 We acknowledge that parent organizations which sponsor a fund-raiser shall record receipts and expenditures in the parent organization's checking account. (Joint fund-raisers must have the appropriate initials in A and B. Funds should be deposited into the parent organization's checking account and the student activity account per the allocation described above. See Fund-raiser Guidelines for further guidance.)

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund-raiser, and have been reviewed with the school Principal.

\_\_\_\_\_  
 Club SponParent Org. Officer Signature                      Date                      Principal's or Designee's Approval                      Date

**Contracts for Student Club fund-raisers or joint fund-raisers must be attached and approved by Superintendency.**

Approved     NOT Approved    \_\_\_\_\_    \_\_\_\_\_  
    Assistant Superintendent Signature or Designee                      Date

*Remember to submit your cash collection form(s) or crowd funding revenue summary to the Elementary Ed or Secondary Ed office once fund-raiser is complete.*

Updated 10/218



# ESTABLISHING A NEW CLUB

**New Club Procedures**

**Club Authorization Forms**

**Club Sponsor Agreement**

**Interest Earnings Form**

# AUTHORIZATION FOR NEW CLUB ACCOUNT

The following forms must be completed and filed at the District Office before new club funds can be expended:

- Club Authorization
- Club Sponsorship & Financial Agreement
- Interest Earnings
- Constitution

The forms are either picked up from your Student Activities coordinator at your site, from the Student Activities at the district office or are located in the manual. You can print the forms, complete the information required, and submit them to your Student Activity Point of Contact at your site. Copies of the forms will then be forwarded to the Student Activities Administrator in the District Office Accounting Department to register your club for the new school year.

All forms must be filled out by the person(s) named as sponsor of the club. It is also required of existing clubs annually after new officers are elected. Once the new club is approved, the Assistant Business Manager will assign a budget code if required. The last four digits of this number will be used as the club account number. The Admin Assistant/Bookstore Manager will submit the request for the new budget code and forward the completed club forms to the Student Activities Administrator in the District Office Accounting Department.

**\*\*\*\*\*There should be no money collected prior to the club approval and no money can be expended for new or existing clubs without these three forms being filed and approved.\*\*\*\*\***

## NEW & EXISTING CLUB PROCEDURES

1. The following three forms, along with a constitution, must be completed and submitted to the District Office every new fiscal year before club funds can be expended: Club Authorization, Club Sponsorship & Financial Agreement, and Interest Earnings.
2. Each club must have a Constitution/"Rules & Regulations". This includes any sports team that wishes to be a club and/or participate in fundraising.
3. The above forms must be on file with the District Office **BEFORE** spending begins or funds for that club may be held (Club Authorization, Club Sponsorship & Financial Agreement, and Interest Earnings).
4. A copy of the constitution must be submitted to Student Council for approval and for their files. An Administrator's approval is also required. Student Council can provide assistance in generating a new constitution. Samples will be available.
5. There is no minimum member requirement, unless your club chooses to have one.
6. All clubs must have a minimum of three officers (President, Treasurer, and Secretary).
7. Every club must be sponsored by a CUSD certified employee.
8. Every club sponsor must attend a Club Sponsor Training session.
9. All club members must obtain written parental/guardian permission before they can join a club, attend meetings or participate in activities, example of form provided.
10. If the club sponsors a team, all team members must be CUSD students.
11. Accurate, detailed documentation of all expenditures, meeting dates, members in attendance, and items discussed must be recorded in the minutes at each meeting. Signed/dated club minutes verifying approval for an expense **must** be provided upon request and for all PO requisitions and P-card purchases.  
**\*\*\*Club Sponsors are required to supervise the activities and meetings of the club, however as a best practice, students should be running the meetings, taking minutes, and making all motions on the minutes.**
12. All fundraising needs to be discussed with administration and approved by the Office of Elementary or Secondary Education before beginning the project. POs are to be requested before fundraising begins. POs are to be increased as funds are deposited.
13. Sponsors planning a fundraiser must first fill out a Fundraising Approval Form well in advance of the fundraiser. The form must be submitted to their Principal for approval, who in turn will forward it to the Office of Elementary or Secondary Education at the District Office.

# CLUB AUTHORIZATION

(Paperwork **required** each year for New and Existing Clubs)

Date \_\_\_\_\_

Club Name \_\_\_\_\_

School Site Location \_\_\_\_\_

Club name previously known as: \_\_\_\_\_

School Site Location \_\_\_\_\_

Club purpose as stated in the club Constitution: **(Required)**

\_\_\_\_\_  
\_\_\_\_\_

(Mark one box below)

New Club

Existing Club

**No financial transactions will be processed unless this form has been completed and is on file with the Student Activity Administrator - Accounting at District Office Accounting Dept.**

**All Sponsors and Co-Sponsors must be listed below:**

\_\_\_\_\_  
Sponsor's Name (Print)

\_\_\_\_\_  
Co-sponsor Name (Print)

\_\_\_\_\_  
Co-sponsor Name (Print)

\_\_\_\_\_  
Co-sponsor Name (Print)

**Is the club charging an ECA (extra curricular activity) fee?**    YES / NO    Enter Amount \$ \_\_\_\_\_  
(Circle one)

**I need club codes for:**    **Tax Credit:** YES / NO    **Student Activity:** YES / NO    **Aux:** YES / NO  
(ECA fee is being collected = YES)    (We plan on doing a Fundraiser = YES)

**Club course code:** \_\_\_\_\_  
(District will complete if needed)

**TO BE COMPLETED AFTER FIRST MEETING:**

**Club Officers' Names**    (required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revenue code: \_\_\_\_\_

Revenue code: \_\_\_\_\_

Revenue code: \_\_\_\_\_

(District office will assign codes)

President (Required)

Vice President (Optional)

Secretary (Required)

Treasurer (Required)

Other (Optional): \_\_\_\_\_

**This form must be submitted to the Admin. Asst/Bookstore Manager immediately after the club's first meeting.**

\_\_\_\_\_  
School Principal's Signature (required)

Bookstore/Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CLUB SPONSORSHIP & FINANCIAL AGREEMENT

I, \_\_\_\_\_, agree to be the club sponsor  
for the \_\_\_\_\_ Club at \_\_\_\_\_  
(Club Name) (School Name)  
for school year \_\_\_\_\_.

As a sponsor, I agree to perform the following fiduciary duties related to fundraising, tax credit and donated funds: \_\_\_\_\_ **(Initial here)**

- Safeguard all fundraising proceeds until submitted for deposit each day.
- Submit fundraising proceeds daily with a **properly completed** cash collection form.
- Keep records of all club minutes authorizing expenditures.
- Prepare and submit the necessary requisition/purchase order/check request prior to any purchase. Any orders or purchases made prior to approval is against District Policy.
- Maintain records of club deposits, expenditures, and cash balances which should be reconciled to system reports monthly. These reports may be obtained from the Bookstore/Office Manager at your site.
- Unauthorized p-card expenditures or uses may result in p-card privileges being revoked.
- Per **CUSD BOARD POLICY**: *"All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity."* This means that **sponsors agree to attend ALL club activities** including fundraisers, practices, games and functions. For example, if there is a car wash, sponsor must be present.

I understand that failure to follow the established procedures outlined in the Student Activities Procedures Manual may result in my termination as sponsor of the club.

\_\_\_\_\_  
Sponsor Signature Date

\_\_\_\_\_  
Co-sponsor Date

\_\_\_\_\_  
Co-sponsor Date

\_\_\_\_\_  
Co-sponsor Date

## Authorization to Pool and Expend Interest Earnings Student Activities Funds

The \_\_\_\_\_ club, of \_\_\_\_\_ school hereby authorizes the Chandler Unified School District to perform the following with regard to student activities funds maintained on deposit:

- Pool funds into a single bank account with the District’s Contracted Financial Institution;
- Invest funds in accordance with ARS 35-313 “Investment of Trust Monies”;
- Establish a single account to hold earnings from investments/interest;
- Pay common expenses for the good of all student activity clubs including but not limited to:
  - Bank deposit slip printing;
  - Blank check printing;
  - Standard forms printing (1099/Revenue Reports/etc.);
  - Training manual printing/copying;
  - Organizational materials required by all clubs, and;
  - Necessary and prudent banking service fees.
- Other expenses necessary for the administration of the Student Activities of the Chandler Unified School District.

Interest earnings will be pooled throughout the fiscal year. At year-end, interest balances in excess of \$1,000 will be allocated to all active clubs based on their average quarterly balance for the fiscal year. Interest will not be allocated to clubs having a negative (deficit) average quarterly balance.

\_\_\_\_\_  
Club Sponsor Date \_\_\_\_\_  
Co-sponsor Date

\_\_\_\_\_  
Co-sponsor Date \_\_\_\_\_  
Co-sponsor Date

School Name \_\_\_\_\_

# FEE PROPOSAL FORM

## 2019-2020

Name of Activity/Club/Sport: \_\_\_\_\_

Coach and/or Sponsor: \_\_\_\_\_

**FEE FOR:** (see 2<sup>nd</sup> page for ECA Fee Schedule)

**Category A** - Trip – Field Trips and Competitions

### Participation/ECA Fees

**Category B** – Athletics

**Category C** – Competitive Performing Arts & Athletic Clubs

**Category D** – All Other Extracurricular Activities

Destination: \_\_\_\_\_

Date/Season: \_\_\_\_\_

Fee/Amount: \_\_\_\_\_

Description/Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Coach/Sponsor Signature: \_\_\_\_\_

Activities/Athletic Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Copy to Bookstore: \_\_\_\_\_

Copy For Website: \_\_\_\_\_

**CUSD PERMISSION FORM TO PARTICIPATE IN EXTRA-CURRICULAR  
ACTIVITIES**

(PLEASE RETURN THIS FORM TO THE SPONSOR)

Please Print Information:

STUDENT NAME \_\_\_\_\_ School year: \_\_\_\_\_  
DAY MEETING TIME \_\_\_\_\_

NAME OF CLUB \_\_\_\_\_

SPONSOR NAME \_\_\_\_\_

**My child has permission to participate in the above after school activity/club. I understand transportation is not provided.**

\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Daytime telephone and/or cell phone # \_\_\_\_\_

Alternate emergency contact \_\_\_\_\_ Daytime telephone and/or cell phone # \_\_\_\_\_

If activity is sports related (example: hiking club), Physician's name and phone # \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

**CUSD PERMISSION FORM TO PARTICIPATE IN EXTRA-CURRICULAR  
ACTIVITIES**

(PLEASE RETURN THIS FORM TO THE SPONSOR)

Please Print Information:

STUDENT NAME \_\_\_\_\_ School year: \_\_\_\_\_  
DAY MEETING TIME \_\_\_\_\_

NAME OF CLUB \_\_\_\_\_

SPONSOR NAME \_\_\_\_\_

**My child has permission to participate in the above after school activity/club. I understand transportation is not provided.**

\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Daytime telephone and/or cell phone # \_\_\_\_\_

Alternate emergency contact \_\_\_\_\_ Daytime telephone and/or cell phone # \_\_\_\_\_

If activity is sports related (example: hiking club), Physician's name and phone # \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_



# GENERAL REVENUE

**Cash Collections**

**Ticket Sales**

**Non-Ticket Sales**

**Other Sales**

## **FORMS**

**Cash Collection Report**

**Ticket Sales Report**

## **DOCUMENTATION REQUIREMENTS for CASH COLLECTION REPORT FORMS and TICKET SALES REPORT FORMS**

Keep the following things in mind when collecting money on a daily basis. All funds collected during each day of a sale must be taken to the designated person at your site for cash collections. **Cash and checks are not to be kept overnight in the sponsor's possession.** You may be responsible for any theft if procedures are not followed.

All checks accepted must be pre-printed with the account holder's name, address and phone number. Do not accept checks without this information. All NSF checks will be turned over to a collection agency to recover funds. The maker of the check will be charged a minimum fee of \$30.00 for each NSF check.

Listed below are specific documentation requirements for all revenue.

1. Documentation must be included on or attached to the Cash Collection Report Form and/or Ticket Sales Report Form submitted to the Office Manager or Bookstore Manager. Remember that the documentation must relate directly to the deposit being made, and that the sales/revenue amount shown on the documentation should agree to the actual deposit amount. Any variance (overage or shortage) should be explained.
2. **All checks deposited must have the check writer's name, address and phone number, and the student's ID number, and club account number.** Submit a list of the checks and/cash submitted by each student. Include check number, name on check, amount written on check, and/or amount of cash collected.
3. Cash Collection Report Forms:
  - a. **Yearbook** documentation must include quantities of yearbooks sold and price(s) per yearbook, and total sales.
  - b. Documentation for **donations** should include copies of checks and/or a list of the donations included in the deposit (by donor name, check number, and amount). Miscellaneous donations (African Well Fund, Pennies for Leukemia, etc.) collected by multiple classrooms, require a list of the amounts collected by each teacher.
  - c. **Book Fair or magazine sales** documentation should include a cash register report showing total sales or a similar report showing the quantities of items sold, the price per item, and the total sales amounts.
  - d. Gross sales documentation for **cookie dough/gift wrap/similar gift items** must include the quantities of items sold, the price per item, and the total sales amounts. If you are depositing only the net proceeds (i.e., the "profit" portion received from the fundraising vendor), include a copy of the check or some type of documentation received from the vendor to show how the payment amount was arrived at.

- e. **Lost textbook or library book** documentation should include a list/report from the librarian indicating the students' and/or parents' names, the names of the lost books and the amount of each book. As an alternative, you could include copies of the checks and/or receipts issued for cash payments.
  - f. Documentation for sales of **candy/food or miscellaneous items (t-shirts, hats, lanyards, etc.)** should include beginning and ending inventory quantities, the total quantity sold, selling price, and total sales. The sponsor must verify inventory with their signature and date.
  - g. **Pre-sales of t-shirts or similar items** require the total quantity sold, selling price and total sales.
  - h. **Testing fees and staff development tuition, club dues, trip fees, uniform rental fees, or other fees collected by a sponsor** and turned in as a lump sum must be documented by a list of the students and the amount paid by each student. Include the students' name and ID number, date paid, form of payment (cash or check), check number and name on check, if applicable. **Keep copies**; refunds cannot be made without this documentation.
  - i. **Craft items** sold by a club must be documented by a list of the items sold, the quantities sold, the selling price per item, and the total sales amount.
  - j. **Carnival sales** should be documented by a breakdown of the source of the revenue (ticket sales, food sales, etc.), the quantities of tickets and items sold, the selling prices, and the total sales.
  - k. **Proceeds from PTO/Boosters joint fundraisers** the students' portion of the sales proceeds should be documented by a photocopy of the check or the check stub which indicates who the payment is from and the amount. All documentation regarding the agreed payment or profit percentage is included.
  - l. **Miscellaneous types of revenue** Box Tops for Education, recycling revenue, Coke machine sales, Gatorade machine sales should be documented with a photocopy of the check or the check stub which indicates who the payment is from and the amount.
4. Ticket Sales Report Forms
- a. Revenue documentation for dances, dinners, admission fees, athletic events, etc. should use pre-rolled numbered tickets or personalized printed tickets with handwritten numbers. The Ticket Sales Report form must include ticket number ranges for tickets issued and tickets returned, the number sold, the selling price, and the total sales.

## CASH COLLECTION REPORT

For all revenue-producing events that do not lend themselves to the use of tickets, the responsible employee must complete the four-part Cash Collection Report form **with proper back-up documentation**. The form is available in the Forms - Business Office folder of the online Administrative Manual. You may order copies through an outside printer (contact the Business Office for ordering information).

To be completed by depositor:

<i>* Field</i>	<i>* Explanation</i>
1. Student Activity/Auxiliary/Gifts & Donations	Check the appropriate field
2. Site	Name of site
3. Date	Date of event
4. Account Name	Name of club
5. Sponsor/Depositor	Name of Sponsor/Depositor
6. Event/Source of Funds	Description of event/source
7. Account Code	Club's full iVision Account Code
8. Description of Item Sold	Name of items being sold
9. Beginning Inventory	Number of items on hand to be sold
10. Ending Inventory	Actual number on hand after sale
11. Quantity Sold Inventory	Subtract ending inventory from beginning
12. Selling Price	Selling price of items sold (It is possible to have more than one selling price. If so, list the price on separate lines.)
13. Sales Amount	Selling price multiplied by the quantity sold
14. Total Sales	Sum of sales amounts for all items
15. Inventory Verified by	Sponsor must sign and date after verifying the actual count of beginning and ending inventory
16. Description of Other Revenue	Description of items/amount item sold for
17. Total Other Revenue	Sum of Other Revenue
18. Denomination/ Amount Issued/Returned	Breakdowns of change fund and deposit
19. Less Change Fund Issued	Total amount of change issued
20. Total Deposit	Subtract the change fund issued from the total cash & checks deposited. Enter total deposit amount in the reconciliation section also.
21. Total Sales/Other Revenue	Enter Total Sales or Total Other Rev amount
22. Cash Overage/(Shortage)	Difference of Total Dep & Total Sales/Other Rev
23. Reason for Overage/(Shortage)	Describe reason for any variance
24. Change Fund Issued To	Sponsor or officer signature/date upon issuance
25. Change Fund Issued By	Bookstore Manager/Designee signature upon issuance
26. Sponsor/Depositor Signature	Signature of Sponsor/Depositor upon deposit
27. Club Officer Signature	Signature and date of club officer upon deposit, if required (for Student Activity deposits)
28. Cash Collection Verified By	Signature and date of Bookstore/Designee upon verification of cash collection form
29. Received (at top of document)	Initials of Bookstore Manager/Designee when cash collection is received from depositor

This Cash Collection Report should be distributed as follows:

Copy 1 to the Bookstore along with funds and copies of checks; Copy 2 filed in Bookstore/Front Office with validated deposit slip, the InTouch paperwork; Copy 3 is for the club Sponsor's records; Copy 4 is retained by the Bookstore as proof of change fund issuance.

# CASH COLLECTION REPORT

RECEIVED 29

1 STUDENT ACTIVITY (850) 1 AUXILIARY (525) 1 GIFTS & DONATIONS (530)  
 SITE 2 DATE 3  
 ACCOUNT NAME 4 CLUB SPONSOR/DEPOSITOR 5  
 EVENT/SOURCE OF FUNDS 6  
 ACCOUNT CODE 7

### INVENTORY SALES

DESCRIPTION OF ITEM SOLD	BEGINNING INVENTORY QUANTITY	ENDING INVENTORY QUANTITY	QUANTITY SOLD	SELLING PRICE	SALES AMOUNT (QTY SOLD X PRICE)
8	9	10	11	\$ 12	\$ 13
				\$	\$
				\$	\$
<b>TOTAL SALES (B)</b>					<b>\$ 14</b>

INVENTORY VERIFIED BY: **X** 15 DATE 15  
SPONSOR SIGNATURE

### OTHER REVENUE

DESCRIPTION	AMOUNT	
16	\$	
	\$	
	\$	
<b>TOTAL OTHER REVENUE (B)</b>		<b>\$ 17</b>

DENOMINATION	CHANGE FUND ISSUED	
	FILLED OUT BY: <small>BOOKSTORE/DESIGNEE</small>	FILLED OUT BY: <small>SPONSOR/CLUB OFFICER</small>
CHECKS	\$ 18	\$ 18
100.00	\$	\$
50.00	\$	\$
20.00	\$	\$
10.00	\$	\$
5.00	\$	\$
2.00	\$	\$
1.00	\$	\$
1.00 COIN	\$	\$
0.50	\$	\$
0.25	\$	\$
0.10	\$	\$
0.05	\$	\$
0.01	\$	\$
<b>SUBTOTAL</b>		\$
<b>TOTALS LESS CHANGE FUND</b>		\$ ( 19 )
<b>TOTAL DEPOSIT (A)</b>		<b>\$ 20</b>

RECONCILIATION	
TOTAL DEPOSIT (A)	\$ 20
TOTAL SALES/OTHER REVENUE (B)	\$ 21
CASH OVERAGE/(SHORTAGE) (A-B)	\$ 22
REASON FOR OVERAGE/(SHORTAGE):	
23	
NOTE: Two counts and two signatures are required when making Student Activities deposits.	

### SIGNATURES

**X** 26 DATE  
SPONSOR/DEPOSITOR SIGNATURE

**X** 27 DATE  
CLUB OFFICER SIGNATURE (REQUIRED FOR STUDENT ACTIVITY DEPOSITS ONLY)

CHANGE FUND ISSUED TO:  
**X** 24 DATE  
SPONSOR/CLUB OFFICER SIGNATURE

CHANGE FUND ISSUED BY:  
**X** 25 DATE  
BOOKSTORE MANAGER/DESIGNEE

**X** 28 DATE  
CASH COLLECTION VERIFIED BY BOOKSTORE MANAGER/DESIGNEE

## RECEIPTING

All funds should be forwarded to the appropriate bookstore manager or front office representative on a daily basis. All funds should be received by the bookstore for appropriate documentation and receipting to the correct fund under the student ID. **Only** fundraiser money should be received by the club and sponsor and documented on a cash collection form with 2 signatures after counting and confirming the amount. At that time, money should be taken to the bookstore to be receipted and counted for confirmation. ALL other money goes directly to the bookstore for payment and receipt.

## TICKET SALES

The 4-part Ticket Sales Report is prepared to reconcile change issued and cash collected for tickets sold at student activities, such as dances or plays. The Ticket Sales Report is available in the Forms - Business Office folder of the online Administrative Manual,. You may also order copies through an outside printer (contact the Business Office for ordering information).

The Bookstore Manager verifies the number of tickets and issues the pre-numbered tickets to be used for the club activities to the club officer or sponsor. This includes all printed tickets that are printed at the school or by an outside vendor. The beginning and ending ticket numbers are recorded in the ticket log and on the Ticket Sales Report. The Ticket Sales Report is also used as a change fund receipt and is signed and dated by an officer or sponsor when the tickets and change fund are issued. The Bookstore Manager retains the fourth copy of the Ticket Sales Report as evidence of change fund issuance, and the other three copies of the report are taken by the club officer or sponsor. If 4-part forms are not available, the Bookstore Manager retains a signed copy of the Ticket Sales Report as evidence of the change fund issuance, and provides the pre-recorded tickets copy (including change fund amount issued) for the club officer or sponsor.

After the event, the Ticket Sales Report is completed by the sponsor, signed by both the sponsor and an officer to verify two cash counts and returned to the bookstore, along with all remaining tickets, change fund and cash collections. Using the Ticket Sales Report, the Bookstore Manager or designee should recalculate the number of tickets sold and multiply this amount by the appropriate price. The amount calculated should then be compared to the actual cash collections, and the Bookstore Manager or designee should verify accuracy of the report by signing and dating the form.

# TICKET SALES REPORT

To be completed as follows:

**Ticket Sales Report - To be completed by depositor**

* Field	* Explanation
1. <b>Student Activity/Auxiliary</b>	Check appropriate field
2. <b>School</b>	Name of School
3. <b>Date of event</b>	Date of event
4. <b>Account name</b>	Name of club
5. <b>Club Sponsor</b>	Name of Club Sponsor
6. <b>Event/Sport</b>	Write a description of the event or sport
7. <b>Level</b>	Circle appropriate level
8. <b>Account Code</b>	Club's full iVisions account code
9. <b>Bag#/Gate#</b>	Bag or gate # for ticket sales and collection, if applicable
10. <b>Ticket seller</b>	Name of ticket seller
11. <b>Ticket taker</b>	Name of ticket taker
12. <b>Ticket type</b>	List adult, student or other type(s)
13. <b>Issued from</b>	First ticket number issued
14. <b>Issued to</b>	Last ticket number issued
15. <b>Returned from</b>	First ticket number returned
16. <b>Returned to</b>	Last number of unused ticket returned
17. <b>Number sold</b>	Difference between first number issued and first number returned
18. <b>Selling price</b>	Cost of single ticket
19. <b>Price extension</b>	Number sold multiplied by the selling price
20. <b>Total sales</b>	Grand total of price extensions
21. <b>Denomination/amts issued/ret'd</b>	Breakdowns of change fund and deposit
22. <b>Less change fund issued</b>	Total amount of change issued
23. <b>Total deposit</b>	Subtract the change fund issued from the total cash & checks deposited. Enter total deposit amount in the reconciliation section
24. <b>Cash overage/(shortage)</b>	Difference between total deposit & total sales
25. <b>Reason for overage/(shortage)</b>	Describe reason for any variance
26. <b>Change Fund Issued To</b>	Club Sponsor, officer, or game manager signature and date upon issuance of change fund and tickets
27. <b>Change Fund Issued By</b>	Bookstore Manager/Designee Signature and date upon issuance of change fund and tickets
28. <b>Sponsor/Game Manager Signature</b>	Signature and date of Club Sponsor/Game Manager upon return of Ticket Sales Report
29. <b>Club Officer/Ticket Seller Signature</b>	Signature and date of Club Officer/Ticket Seller upon return of Ticket Sales Report
30. <b>Bookstore/Designee Signature</b>	Signature and date of Bookstore Manager/Designee upon verification of Ticket Sales Report
31. <b>Received (Top of Document)</b>	Initials of Bookstore Manager/Designee who receives the Ticket Sales Report

This Ticket Sales Report should be distributed as follows:

**Copy 1** to the Bookstore along with the funds and copies of checks; **Copy 2** filed in Bookstore with InTouch paperwork; **Copy 3** is for the Club Sponsor's records; **Copy 4** is retained by the Bookstore as proof of change fund issuance.





# REQUISITIONS EXPENDITURES

**Becoming a Purchase Order**

**Procurement Rules**

**Invoice Payment**

**Reimbursements & Refunds**

**After-the-Fact POs**

## **FORMS**

**Request for Quotations**

**Substitute Vendor Invoice**

**Vendor Invoice**

**Reimbursement Form**

**Refund Form**

## REQUISITION/PURCHASE ORDER

A properly executed purchase order (PO) is required for all purchases/services that are to be paid out of Student Activity funds. A requisition must be submitted to the Office Manager/Bookstore Manager in order to process a purchase order (PO). See your Office Manager/Bookstore Manager for a copy of the requisition form used at your site. All expenses must be approved in the club minutes before a requisition can be submitted for a PO. A copy of the club minutes must be attached to the requisition

### Steps for processing a Requisition:

1. Contact the vendor:
  - Do they accept POs?
  - Are they a new vendor? If so please print Vendor Number Request form located in the purchasing department section of district webpage.
  - W-9 form from new vendor is required along with Vendor Number Request form properly filled out. Email form with W9 to the Purchasing Clerk in the Purchasing Department at the District Office.
  - Wait for Email approval to arrive with new vendor number.
2. A detailed Requisition includes:
  - Vendor's remit address (vendors in iVisions may have multiple addresses)
  - Itemizing on individual lines;  
Detailed ordering information i.e., quantity, catalog/order numbers, description, price, and shipping fees, etc.
  - Dates and times of an event, etc.
  - Open Purchase Order, include name(s) of person(s) authorized to sign.

Submit your Requisition, including the vendor number and a copy of the club minutes and quote if available to the Office Manager/Bookstore Manager to enter and process a Purchase Order. When vendor is approved and PO printed, the PO is given to the sponsor to make their own purchases. Student Activity sponsor will need to place orders and provide the PO to the vendor. District Office does not order any product from Student Activity only funds.

The Office Manager/Bookstore Manager will verify the balance of your club account before entering the Requisition for a PO. You cannot request a Purchase Order for an amount over the available balance of your club account. You can borrow funds from another club if you do not have the funds to make a purchase. If you are doing a fundraiser which will generate expenses for more than you have available in your account, you can add funds to your account balance by depositing the collected payments before the end of the fundraiser. Then request a Change Order for the increased amount available in your account. A revised PO will be sent to you to submit to the vendor.

Student Activity funds **must not** be used to supplant any district expenses and should be spent for the benefit of those students who participated in the fund-raising activity unless otherwise specified by the club. In most cases, Student Activity expenditures are subject to sales and use tax (for out-of-state purchases) in the same manner as all other district expenditures. Items purchased for resale are taxable. Contact the Accounting Department at the District Office for other exceptions and/or questions.



## ALLOWABLE STUDENT ACTIVITY EXPENDITURES

Money raised by the students should be used to directly benefit the students and should not to defer the cost of district expenses. The following is a list of allowable expenditure examples from a student activity club account.

- PARTIES, END OF YEAR BANQUETS
- FOOD AND DRINKS FOR STUDENTS
- FOOD AND DRINKS FOR /TEACHERS/ ADULTS **ONLY WHEN** THEY ARE SUPERVISING/ ACCOMPANYING STUDENTS DURING AN EXTRACURRICULAR ACTIVITY
- PERSONALIZATION FOR CLOTHING OR ACCESSORIES; ITEMS NOT REQUIRED FOR PRACTICE OR COMPETITION/PERFORMANCES, KEPT BY THE STUDENT IF ITEMS CAN'T REASONABLY BE REUSED, EXAMPLE (BOWS/HAIR ITEMS, WARM UP, BAG)
- RECREATIONAL ACTIVITIES (TRIP TO DISNEYLAND, SUNSPASH, MAIN EVENT)
- T-SHIRTS THROUGH **APPROVED VENDORS ONLY (LIMIT \$15)** OR OTHER CLOTHING (LIMIT \$25)
- AWARDS, TROPIES & REWARDS FOR STUDENTS (**NO GIFT CARDS**) (VALUED AT \$35 OR LESS) EXTRACURRICULAR REWARDS (NOT CLASSROOM REWARDS)
- REGISTRATION FOR CONVENTIONS, PROFESSIONAL MEMBERSHIPS, COMPETITIONS
- SUPPLIES FOR CLUBS (CANNOT SUPPLEMENT A CLASS OR OFFICE)
- FUNDRAISING ITEMS
- TRAVEL (FOOD, LODGING, AIRFARE, ENTRY FEES, ADMISSIONS)
- **REQUIRED** CHAPERONE EXPENSES FOR TRAVEL - FOOD, LODGING, AIRFARE, ENTRY FEES, ADMISSIONS
- BUS DRIVERS TO GO TO AN EVENT WHEN ACCOMPANING A GROUP ON AN OVERNIGHT TRIP
- SECURITY FOR DANCES AND OTHER EVENTS THAT CLUBS SPONSOR
- PROGRAMS, TICKETS AND POSTERS FROM PRINT SHOP
- BANNERS IF THEY DEPICT A SPECIAL WIN OR COMPETITION
- DONATIONS TO A CHARITY
- FIREWORKS
- FLOWERS FOR GRADUATION
- PRESENTATIONS AND AUTHOR VISITS
- RENTAL OF EVENT VENUES AND POOLS
- TEACHER APPRECIATION GIFTS \$10 OR LESS AT THE END OF THE YEAR
- DJS AND LIGHTING EQUIPMENT
- PHOTOBOOTH
- BOUNCE HOUSE
- ITEMS FOR THE SCHOOL THAT DO NOT SUPPLANT DISTRICT EXPENSES (IDEAS: MURAL, LARGE RUG AT FRONT ENTRANCE, PODIUM, SPECIAL CLOCK, BENCHES, PICNIC TABLE, PLAQUES, SCULPTURES, FLAG FOR THE SCHOOL, NEW GAME BOARDS, AR BOOKS FOR THE LIBRARY OR CLASSROOM LIBRARIES, MOVIES AND LICENSES TO WATCH DURING INDOOR RECESS TIME)



## **NON-ALLOWABLE STUDENT ACTIVITY EXPENDITURES**

Money raised by the students should be used to directly benefit the students and should not to defer the cost of district expenses.

The following is a list of **non-allowable** expenditures from a student activity club account. The list below shows examples.

- GIFT CARDS
- DONATION OF CASH
- FOOD AND DRINKS FOR STAFF & ADULTS (UNLESS THEY ARE SUPERVISING STUDENTS DURING A CLUB ACTIVITY OR FOR TEACHER APPRECIATION WEEK LIMIT OF \$10)
- EQUIPMENT AND SUPPLIES THAT ARE TYPICAL DISTRICT EXPENSES (E.G. COPIERS, LAMINATORS, WALKIE TALKIES, WHITE BOARDS, TRASH CANS, ETC.)
- T-SHIRT AND CLOTHING FOR **TEACHERS AND ADULTS**
- AWARDS, GIFTS AND REWARDS FOR TEACHERS/STAFF (EXCEPT DURING TEACHER APPRECIATION LIMIT \$10)
- TEXTBOOKS AND CURRICULUM
- T-SHIRTS NOT PURCHASED FROM OUR APPROVED VENDORS

## PROCUREMENT RULES/QUOTES

Student Activity funds are exempt from the school district procurement rules prescribed by the State Board of Education. This however, does not exempt the District of its fiduciary responsibility for student monies. Therefore, board policy requires the following guidelines for student activity procurement be followed:

1. Requisitions **at or above \$10,000 must include three (3) written quotations**. If three written quotations cannot be obtained, information showing the vendors contacted or explaining why the price quotations were not obtained must appear in writing and attached in the PR note section of the purchase requisition. The written quotations must be forwarded to the Student Activity contact at the District Office with the PR number written on the quotes (see Request for Quotation form )
2. Any requisition at or above the current bidding threshold of \$50,000, except for proms, must be submitted to the Purchasing Department for sealed bids and Board approval.
3. "Sole Source" purchases:
  - a. Sole source purchases shall be avoided, except when no reasonable alternative source exists.
  - b. A Sole Source Justification Form must accompany all requisitions requesting a sole source provider. (Forms may be obtained from the Purchasing Dept.)

**Contracts are NOT to be signed by a sponsor.** All contracts and agreements are to be signed by one of the Superintendent personnel only. Follow the guidelines in "Contract Agreement Processing Procedures and Vendor Checklist." This can be found on the district website (Departments-> Purchasing-> District Forms-> Contract Agreements Processing Procedures and Vendor Checklist). Prior to forwarding contracts for signature, please ensure that the principal has initialed beside every signature line. Please fill in as much information as possible prior to submitting for Superintendent signature.

DATE: \_\_\_\_\_

CHANDLER UNIFIED SCHOOL DISTRICT  
STUDENT ACTIVITY/AUXILIARY  
**REQUEST FOR QUOTATION**  
(NOT AN ORDER)

Please submit your quotations on the following list of items. The use of the name of a manufacturer, or of any special brand or make, in describing an item does not restrict bidders to that manufacturer of specific article; this description is being used simply to indicate the character or quality of the article desired; but the article on which proposals are submitted must be equal to that specified. **IF BIDDING ON OTHER THAN THE MAKE, MODEL, OR BRAND SPECIFIED, MANUFACTURER'S NAME AND CATALOG NUMBER MUST BE GIVEN** (provided catalog showing item quoted is on file in our office) or descriptive cut attached to quote. Failure to comply with these requirements will result in rejection of quote. The right is reserved to accept or reject all or part of quotation submitted. Submit quotations on this sheet or on sheets attached. **Quotes may be faxed.**

Return to: \_\_\_\_\_

By this date: \_\_\_\_\_

Attention: \_\_\_\_\_

FAX: \_\_\_\_\_

If unable to quote, mark this form accordingly and return. No response to this "request" will indicate that you are not interested in quoting on our requirements.

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

The Chandler School District shall be the sole judge in determining the quality of products quoted and this decision shall be final. **SHOW SALES TAX WHEN APPLICABLE. IF NOT SHOWN AS A SEPARATE ITEM, IT WILL BE ASSUMED TO BE INCLUDED IN UNIT PRICE.**

The undersigned proposes to furnish above items at prices opposite each. The undersigned also guarantees that if the order is placed with our company, it will furnish these goods in accordance with CUSD specifications shown above unless otherwise indicated. Above quotations must be F.O.B. Chandler, Arizona.

Terms: \_\_\_\_\_ Shipment will be made  
from \_\_\_\_\_ and delivered within \_\_\_\_\_ days after receipt of order.

Date \_\_\_\_\_ Firm Name \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

## FIXED ASSETS

**All furniture and equipment over \$1,000** will be tagged with an inventory barcode, assigned an asset ID and will be maintained on the fixed asset inventory system.

The following list are some basic capital object codes. Do not use these codes with M & O funds.

6730	Furniture & Equipment less than \$1,000
6731	Furniture & Equipment between \$1,000 and \$4,999
6733	Furniture & Equipment \$5,000 and above
6737	Technology less than \$5,000
6738	Equipment IS warehouse
6739	Technology \$5,000 and above

Sites **must** notify Property Control of location changes and disposals of all furniture & equipment. Any and all property in CUSD's custody, regardless of the funds used to acquire it, can only be disposed of properly through Property Control.

For further information related to fixed assets, please contact Property Control at 480-812-7222.

## **AFTER-THE-FACT PURCHASE ORDER**

If an Office Manager/Bookstore Manager suspects goods or services have been received prior to Purchase Order issuance, they will notify the Student Activities Administrator for Student Activities or the Director of Purchasing for Auxiliary and Tax Credit accounts.

The Office Manager/Bookstore Manager should not enter the requisition. They will verify the club account has funds to pay the invoice. They will also notify the sponsor to provide in writing a detailed explanation as to why they violated District policy. The letter of explanation along with the requisition, copy of the club minutes approving the SA expenditure, and signed invoice will be given to your Office Manager or Bookstore Manager who will forward to the Student Activity Administrator for (SA) or the Purchasing Manager (AUX and District.) They will determine if the **after-the-fact** is a first-time or subsequent offense. If approved, the sponsor and the Office Manager/Bookstore Manager will be notified. They will then request the requisition be entered for a PO and process payment of the invoice.

Your club account may be charged an additional amount for the violation and **you may be held personally liable for the expense.**

Offenses are tallied by site on a fiscal-year basis. If five or more offenses are accumulated by one or more clubs, a 100% penalty will automatically apply to the Principal's budget.

**Note:** Pursuant to Arizona Revised Statute 35-301, a district employee may be subject to criminal prosecution when the purchase of good/services is not made with an authorized purchase order.



## CHANGE ORDERS

You must always request a Change Order increase if you want to add items to any Purchase Order. Notify the Office Manager/Bookstore Manager to request a Change Order to increase the PO amount. Submit a copy of the club minutes approving the additional expense. Verification of your club account balance has sufficient funds for the increase will be made and the Student Activities Administrator for SA Accounts will be notified to enter the change order. Do not order additional items until a revised PO has been sent to you to give to the vendor. Otherwise, it is considered an After-the-Fact Purchase Order which is a violation of District policy. **Again, the increase must be approved and noted in club minutes.**

If you have spent the available amount of an open Purchase Order you must also request a change order increase before you continue to use the PO. You are allowed three Change Order increases for one PO. **Each change order increase requires being approved by students and noted in the club minutes.** Follow the same procedures as outlined above.

## TRANSFER OF FUNDS

Any transfer of funds between clubs or organizations must be initiated by a written request to the Office Manager/Bookstore Manager. (see below for acceptable reasons for a transfer). Submit a copy of the club minutes approving the transfer. The same procedure is to be followed if a club or organization is to be closed out. The transfer or closeout will be recorded by a journal entry entered by Lisa Knox.

**~All funds from closed out clubs will be transferred to the Student Council club account~**

### **Reasons for a Transfer:**

- Transfer of a defunct club's cash balance to Student Council/Government
- Allocation of cash from one club to another – e.g.; cash collected for a joint fundraiser

## RECEIVING AND PAYMENT ON PURCHASE ORDERS

Payment on an invoice must be made immediately after the product has been purchased and received. **Vendors generally require payment within 30 days of the sale** of their product or services provided. A vendor may freeze their account preventing the entire school district from making future purchases if a sponsor neglects to submit an invoice for payment in a timely manner. Forward signed/dated invoices immediately to your Office Manager – Elementary and Jr. High/Bookstore Manager – High School to be sent to Accounts Payable at the district office for payment.

The invoice for products or services needs to be signed as follows, and returned to the bookstore or designated person:

<b>PRODUCT/SERVICES REC'D OK TO PAY</b>	
_____ Student Officer Signature	_____ Date
_____ Sponsor Signature	_____ Date

**Student Officer and Sponsor signatures are required on all invoices** submitted for payment. Invoices need to be dated along with signatures. Please print PO number on the invoice.

If a Substitute Vendor Invoice is submitted for payment, a copy of the club minutes approving the expenditure must be attached to the invoice in order for payment to be made.

Per the Chief Financial Officer, all signatures used as approval for payment on invoices and/or expense claims **must be fully legible**. If a signature is not legible, print the name next to or underneath the signature. Otherwise, all items not in compliance will be returned.

## PROVIDE APPROPRIATE INFORMATION!!!

Submit your signed invoices to the **Office Manager – Elementary and Jr. High/Bookstore Manager – High School**. They will check to see that invoices are properly signed and completed, the PO number is referenced on the invoice, and appropriate backup material is attached. Signatures for approval must be legible. Print the name by the signature if it is difficult to read.

If the invoice is not properly executed the **Office Manager – Elementary and Jr. High or Bookstore Manager – High School** will inform the requestor of the items that are missing or incomplete. Payment will not be made until the invoice is properly completed and all documentation is received.

If you receive an invoice from the vendor in which you owe more than the amount of the PO because of additional shipping charges or sales/use tax have been added, email the Student Activities Administrator requesting the Purchase Order be increased by the appropriate amount for payment. Include an explanation for the difference in price. **Note: the increase must be approved and noted in club minutes! Send a copy of the minutes with the request to increase and the invoice.**

Appropriate backup for invoices consists of one or more of the following:

- Original invoice/receipt with Purchase Order number attached
- Completed enrollment or registration forms.
- Completed order forms when prepayment is required.
- Completed Substitute Vendor Invoice for: Extra Curricular Activity Fees paid on behalf of students, bereaved families, charitable organizations, or student awards or travel meal money. Proper documentation such as charity flyers, donation letters, travel meal money receipts required. Attach club minutes approving expense, identified by school and club, and signed by a club officer and sponsor.
- Completed alternate Vendor Invoice for: payment of a student worker or club for services provided for another club, i.e., lifeguards, filming & editing of school event, shirt embroidery, vehicle repair, or printing, etc. This invoice can be used by individuals who do not own or are not employed by a business. Must be signed by the individual submitting invoice, as well as sponsor and student officer.
- Pre-approval is required by the Assistant Business Manager for emergency reimbursements to club sponsors. Only true emergency reimbursements will be made so please plan ahead. Itemized original receipt(s) along with the Reimbursement Form and copy of the email approving the prior request for the reimbursement must be submitted.
- Proof of payment is required for refunds along with the Refund Form submitted to the Account Tech over refunds. Documentation includes a copy of the Cash Collection Form, of the deposit, and a copy of the list of paid students. List should include student name, ID number, date paid, amount paid, form of payment (cash or check), check number and name on check, if applicable.

**Payment Deadline:** The appropriate paperwork submitted for payment must be received at the District Office Accounting Dept. on **Tuesday at noon** in order to have a check cut on Thursday!

# SUBSTITUTE VENDOR INVOICE

## for Student Activities

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

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Tax ID/Social Security Number: \_\_\_\_\_

TO: CHANDLER UNIFIED SCHOOL DISTRICT  
1525 W. FRYE ROAD  
CHANDLER, AZ 85224

PO #: \_\_\_\_\_ Site: \_\_\_\_\_

Date Services Rendered: \_\_\_\_\_

Description of Services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

\_\_\_\_\_  
Student Officer's Signature                      Date

\_\_\_\_\_  
Sponsor's Signature                              Date

Detailed description of services and legible signatures, along with a copy of documentation verifying the expenditure, club minutes and donation letters are required.

# VENDOR INVOICE

## for Student Activities

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

**From:**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Bill to:**

Sponsor Name: \_\_\_\_\_

School: \_\_\_\_\_ Club: \_\_\_\_\_

PO #: \_\_\_\_\_

Date Services Rendered: \_\_\_\_\_

Description of Services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Due: \$** \_\_\_\_\_

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

**Legible signatures are required for received date of goods or services and approval to pay amount due.**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Officer's Signature

\_\_\_\_\_  
Date

## REIMBURSEMENTS

Purchases made without a Purchase Order or Purchasing card are only allowed in TRUE emergency situations. Reimbursements will be made only to the sponsor of each club. **Students will not be reimbursed for any reason.** Written permission for a reimbursement purchase must be obtained before a purchase is made. Written permission needs to be obtained from the Assistant Business Manager, at the District Office. It is the responsibility of the sponsor to plan ahead. School purchasing cards may be obtained and used upon approval from site principal to facilitate emergency situations when a PO cannot be used.

When sending in your reimbursement, the Student Activity Reimbursement Form needs to be completed and submitted directly to the Student Activities Administrator at the District Office Accounting Department with all supporting documentation: the written notice of preapproval from the Assistant Business Manager, a copy of the club minutes approving the expense, the original receipt(s) and form signed by your Administrator, Sponsor and Student officer.

In the case of a TRUE emergency where prior approval cannot be obtained and a Purchasing card cannot be used, please notify me, via email, as soon as possible as to the situation and details of the purchase.

**All reimbursements will be carefully monitored to insure the above procedures are followed.**

## REFUNDS

Refunds are allowed for student payments made for field trips, club dues, class fees, uniform or instrument rental fees, lost textbooks, etc. A check will be processed and sent to the parent of the student.

Documentation of the student payment is required as well as a completed Refund Form. Refer to Documentation Requirements for Cash Collection Report Forms.

The Refund Form and payment documentation must be submitted to the Account Tech over refunds at the District Office Accounting Department, with proper account codes and refund reason. Refunds must be signed by your Administrator and/or Sponsor and Student Officer when applicable.

Sponsors should always create a ledger for student payments. This detailed documentation provides verification of payment required for refunding a student. Include the student's name and ID number, date paid, form of payment (cash or check), check number and name on check (if applicable) and a copy of deposit form.

# REIMBURSEMENT FORM

## for Student Activities

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

Name of person to be reimbursed (and site location):

\_\_\_\_\_  
\_\_\_\_\_

Reason for reimbursement:

\_\_\_\_\_  
\_\_\_\_\_

Total: \$ \_\_\_\_\_ Account Code: \_\_\_\_\_

\*Student Officer's Signature:

\_\_\_\_\_  
Date

\*Sponsor's Signature:

\_\_\_\_\_  
Date

\*Principal's Signature:

\_\_\_\_\_  
Date

**Minutes approving the reimbursement are required. Original receipts must be attached in order to be reimbursed, along with an email preapproval from Marylou Hagerty.**

**Please forward with all supporting documentation to Student Activity at District Office Accounting Department.**





## SUMMARY OF STUDENT ACTIVITY AND DISTRICT PAYMENT PROCEDURES

Before making any purchase, have your Office Manager/Bookstore Manager run the School Cash Fund Summary Report for the fund you'll be using (Student Activity, Tax Credit, Auxiliary) to be sure you have the money to cover the service/expenditure.

*Treat your account as you would a checking account – would you make out a check without knowing if you had money in the bank?*

1. Submit your hard copy requisition to your Office Manager /Bookstore Manager with detail of your service or expenditure. Include a copy of the club minutes approving the expenditure.
2. **A PO MUST BE PRINTED BEFORE A PURCHASE CAN BE MADE – REMEMBER THE DOUBLE BUDGET PENALTY!** After the requisition is processed, and a Purchase Order is printed, you can then make your purchase. Student Activity POs will be sent to you; however, District POs (including Auxiliary & Tax Credit) are mailed directly to the vendor by the Purchasing Dept. You will place your own order for Student Activity purchases.
3. After you've received an invoice from the vendor, you and a student officer (if student funds are used) must sign and return the invoice to your Office Manager/Bookstore Manager for forwarding to Accounts Payable, District Office Accounting Department.
4. Student Officer and Sponsor signatures both are required on Student Activity invoices. Signatures must be legible or please print names next to signatures.  
**Note: The PO number must be written on the invoice when submitted for payment.**
5. Invoices are due at the District Office on Tuesdays at noon in order for a check to be cut on Thursday of that same week. Checks are mailed to the vendors unless instructed otherwise.
6. Most important facts of this summary:
  - Know your account balance so deficits do not occur!
  - **Never** make a purchase or contract services before submitting a requisition to process a Purchase Order and receiving that approved Purchase Order.

# CONTRACT PROCESSING

## CONTRACT & AGREEMENT PROCESSING

Superintendent Camille Casteel and Associate Superintendent Frank Fletcher are the only authorized signers of Contracts and Agreements.

### **Sponsors are not authorized to sign contracts or agreements!**

Before a contract will be signed, the following steps must occur:

- The applicable school/site administrator must read and thoroughly understand the contract or agreement. All blank spaces should be filled in with the appropriate information.
- **The school/site administrator must initial by the signature lines.** The initials indicate that the administrator has read, understands and agrees to the terms of the contract/agreement.
- Complete the procedures outlined in the Contract Memorandum.

The site will ensure the following:

- The other party(ies) to the contract have signed and dated the contract.
- Sufficient copies of the contract have been provided per the procedures on page.
- Provide a copy of the contract to the other party(ies) to the contract.
- Keep a copy of the contract at the site.

Contact Associate Superintendent, Frank Fletcher, with any questions (including legalities) at (480) 812-7680.

**Note:** All legal inquiries should be directed through Associate Superintendent, Frank Fletcher, who will determine whether or not it is prudent to seek legal advice.

# CONTRACT MEMORANDUM

When you have a contract or agreement to be signed:

1. The principal should review the contract and initial the signature line/lines on all copies of the contract.
2. Complete the top portion of the Contract Processing Cover Sheet form (on Page 45) and select either "Yes," "No," or "N/A" for each line item. If you are attaching contracts with multiple dates, please indicate on "Purpose of Contract" line on cover sheet. For example: DJ (4) dates.
3. Indicate on the Contract Processing Cover Sheet if you need a Certificate of Insurance so that one can be requested from the insurance company. Include an additional copy of the contract for the insurance company.
4. Enter a Purchase Requisition, but **DO NOT APPROVE**.
5. Package the paperwork in the following order:
  - a. Contract Processing Cover Sheet
  - b. Two originals of the contract
  - c. Additional copy of the contract if a Certificate of Insurance is required.

*Number of copies of the contract that are required:*

Original for CUSD	<u>1</u>
Original for Vendor	<u>1</u>
Copy - 1 if a Certificate of Insurance is required	<u>1</u>
	<u><u>3</u></u>

6. Forward the entire package to the DO Purchasing Manager.
7. The Purchasing Manager will complete his contract review and forward the package for signatures.
8. The signed contract will be returned to you once this process has been completed. Thank you for helping us to ensure that all steps are followed.
9. Inform the Office Manager/Bookstore Manager when the signed contract is returned. They will then be able to finish processing the requisition and print a PO.
10. The contract is your invoice. You and a student officer are required to sign it in order to submit for payment. Write the PO number on the signed contract before you submit it for payment along with the minutes.

**CONTRACT/AGREEMENT  
PROCESSING PROCEDURES &  
VENDOR CHECKLIST**



Chandler Unified School District #80  
1525 West Frye Road | Chandler, AZ 85224  
(480) 812-7000

Before a contract will be signed, the following steps must occur:

- The applicable school/site administrator must read and thoroughly understand the contract or agreement. All blank spaces should be filled in with the appropriate information.
- **The school/site administrator must initial by the signature line.** The initials and signature on the Vendor Checklist indicate that the administrator has read, understands, and agrees to the terms of the contract/agreement.
- Only **Superintendents** are authorized signers of Contracts and Agreements.
- **Must allow a minimum of 2 weeks for contracts and agreements to be processed.**

The site will ensure the following:

- That the Vendor has signed and dated the contract.
- That sufficient copies of the contract have been provided.
- Provide the original signed contract to the Vendor.
- Keep a copy of the contract at the site.

**NOTE:** All legal inquiries should be directed through Associate Superintendent Frank Fletcher at (480) 812-7680, who will determine whether or not it is prudent to seek **legal advice**.

Complete the procedures outlined below:

1. Ensure **all** areas on the Vendor Checklist are marked, complete and Certificate of Liability is attached. Please note we **do not** keep copies of the Certificate of Liability on file. A new one will need to be submitted each time.
2. Enter a Purchase Requisition, but **DO NOT APPROVE**.
3. **Package the paperwork in the following order:**
  - a. Contract and Agreement Checklist
  - b. Contract in its entirety
  - c. Fundraiser Approval Form if applicable
4. **Forward the entire package to the Purchasing Department if is not a fundraiser or inflatable. If it is a fund raiser or inflatable, send them to the Elementary Ed or Secondary Ed Office.**

The signed contract will be returned to you once this process has been completed.

# VENDOR CHECKLIST



Chandler Unified School District #80  
1525 West Frye Road | Chandler, AZ 85224  
(480) 812-7000

This needs to be sent in any time you use an outside vendor that comes on-site with equipment or go to another facility, even if there is not a contract. If you have questions, contact the Purchasing Department.

School:  Name:

Facility Requested:

Name of Organization:

Date of Event:  Beginning Time:  Ending Time:

Description of Activity:

Account Code:  Total Amount:

Have the club meeting minutes been approved for this expenditure?  Yes  No (Must attach minutes to the Purchase Requisition.)

Person Responsible for Event:  Telephone:

Mailing Address:

City:  State:  Zip Code:

E-mail Address:

## 1. Certificate of Liability Insurance On-site Event Off-site Event

(Every vendor needs to submit a copy of this. Example, DJ's, food trucks, petting zoos, etc. We DO NOT retain copies. Submit a copy each time.)

**Insurance Requirements:** Entity shall provide proof of General Liability Insurance Coverage in a minimum amount of \$1,000,000 Combined Single Limit Per Occurrence and in the Annual Aggregate for Bodily Injury and Property Damage; \$1,000,000 Products/Completed Operations; \$1,000,000 Personal & Advertising Injury. A Certificate of Insurance naming Chandler Unified School District No. 80 as an additional insured should be attached to this request (including Additional Insured Endorsement CG20 26) if it is an on-site event. Request without such proof cannot be approved.

## 2. Contract/Rental Agreement

All products rented must come from a reputable vendor. Vendor must agree to follow manufacturer's recommendations for use and operation.

Vendor agrees to: Assemble  Disassemble  Operate  Supervise

Food Truck has: Food Handlers Card  Food Permit  Certificate of Liability

## 3. Fundraiser Approval Form

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of District Office Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**INFLATABLE RIDE SAFETY  
CHECKLIST**



Chandler Unified School District #80  
1525 West Frye Road | Chandler, AZ 85224  
(480) 812-7000

- Proper weather conditions exist:
  - Winds do not exceed 15 mph
  - No imminent threat of rain, lightning or dust storms
- Site is clear of debris and overhead obstructions
- Inflatable ride is NOT set up on concrete, asphalt or stone
- Inflatable ride is properly anchored by ropes and tie-downs
- Ropes, tie-downs, seams and mesh are in good condition
- Blowers *(if applicable)* are securely fastened
- Blower air pressure *(if applicable)* is sufficient for inflatable unit
- Electrical cords are free from wear and do not pose any trip hazards
- At least 2 trained operators are present to supervise the inflatable ride
- Warning signs are clear and visible

**I have inspected the inflatable unit(s) and/or rides and find all items satisfactory and acceptable.**

\_\_\_\_\_  
**Principal or Designee Approval**

\_\_\_\_\_  
**Date**

**Please retain this document at your site.**

Revised 1/15/19

# OTHER



## Chandler Police Officer Vendor Procedure

This document will identify procedures for utilizing off-duty officers for security at District events.

### **POOL OF OFFICERS:**

- At this time, there is a pool of Chandler Police Department (CPD) Officers who may be available upon request for providing police services at athletic and non-athletic events.
- A W-9 must be completed/requested for each officer and submitted to Purchasing.
- CUSD Purchasing Department will create a Vendor Number and attach the W-9 form to the system.
- An officer can only be used if they have a district assigned Vendor Number.

### **SETTING UP THE REQUISITIONS:**

- Each high school can submit a requisition for officers expected to perform police services **at student activity events**. Contact the Assistant Business Manager for proper iVision account code.
- CPD officers are not sole source; however, each individual officer may not exceed \$10,000.00 for the fiscal year regardless of the school or activities (including athletics) they service.
- Each site fills out a blanket purchase requisition for each officer in an amount reasonably expected to be spent for the officer for the fiscal year but not to exceed \$10,000.00. **Please note CPD in the Bid# field on each requisition.**
- The Purchasing Manager will periodically run a year to date Vendor Totals Report and if applicable, will alert the site Student Activities Administrator when a vendor approaches the \$10,000.00 threshold.
- If an individual vendor exceeds the \$10,000.00 threshold, the Student Activities Administrator or Principal designee will need to meet with the Assistant Superintendent, Frank Fletcher.
- Each student activity organization will be billed separately by the City of Chandler for patrol vehicle charges and workman's compensation. Therefore, **each student activity organization must enter a blanket requisition per activity for the City of Chandler for these charges**. Patrol vehicles will be billed at a rate of \$6.00/hr, hourly officers are \$54.69/hr. and workman's compensation will be billed at \$2.50/hr; estimates for both should be included on the blanket requisition.

## HOW TO SCHEDULE AN OFFICER:

- The Club/Sponsor will:
  - Call CPD for available officers for the event.
  - Provide Ashley Dietz, CPD Extra Duty Coordinator, with the names of the officers assigned (480-782-4204) or she has a list to pull from for the date requested.
  - Confirm with the principal designee the assigned officers
- In the event an officer who is not on the officer list is assigned or shows up as a substitute officer, a W-9 must be obtained **no later than the next school day** so that a vendor number may be assigned.
  - The site should submit a requisition for the new officer. In the notes on the requisition, it should be stated that “Req established pursuant to new direct payment procedures for City of Chandler off-duty officers. Police security originally approved on POxxxxxx.” The PO reference should be to a PO for the officer who was originally expected to show up for the assignment or to a PO for an officer who normally is assigned to that particular site.
- Club/Sponsor must request officer(s) at least 48 hours ahead of scheduled event.
- Club/Sponsor must cancel at least 24 hours before scheduled event or will be charged.
- If you would like to verify expenditures to each officer so as not to exceed threshold, please contact the Director or Purchasing.

## TIMESHEET FOR EVENT:

- Each officer will complete a CPD Timesheet after the event. Please note that the site will not be receiving a copy of this timesheet.
- If during the event, the officer acted in capacity as a Chandler Police Officer (i.e. fight, disorderly conduct), he/she will then complete a separate timesheet related to that duty. That amount of time is not to be billed to CUSD, but rather to the CPD.
- The officer will hand the timesheet to the CPD. CPD will then forward an Extra Duty Invoice to CUSD Accounts Payable.
- CUSD Accounts Payable Department will send the invoice to the applicable site for signature of approval prior to payment.
- We highly recommend that the Principal designee at the site keeps a log for Extra Duty officers that requires them to record their start and end times for each event. Invoices should be verified against this log before approval.

## PAYMENT TO THE CITY OF CHANDLER AND THE OFFICERS:

- **CPD requires payment 15 days after receipt of invoice. Site must approve, sign and return the invoice immediately to CUSD Accounts Payable.**

# GENERAL TRANSPORTATION GUIDELINES

## CUSD Authorized Driver

### PRE-TRIP YOUR VEHICLE

- Per the Arizona Driver License Manual, it is the duty of drivers to make certain that the vehicles they drive are safe to operate. A few simple checks will help prevent trouble on the road. Here is a list and abbreviated definitions of Required Equipment for Motor Vehicles\*
    - Brakes – Each set of brakes must apply to at least two wheels.
    - Safety Belts – Each front seat occupant of a motor vehicle manufactured after 1972 must have the seat belt properly fastened and adjusted while the vehicle is in motion.+
    - Child Safety Seats – A child less than 5 years old must be properly secured in a child passenger restraint system while being transported in a vehicle in this state.
    - Head Restraints – They should be positioned to fit against the back of your head and to line up with the middle of the ear.
    - Muffler – Every motor vehicle must have a muffler in good working condition.
    - Air Pollution Control – Motor vehicles of 1967 or newer must be equipped to prevent the escape of excessive fumes and smoke.
    - Windows and Windshields – Vehicles must have a windshield (without cracks) and windshield wipers that are in good working condition.
    - Rearview Mirrors – If the driver’s view to the rear is blocked, the vehicle must have at least one outside driver side mirror.
    - Horns – A working horn that can be heard for 200 feet is required on your vehicle.
    - Flashers – Hazard warning signal lights (emergency flashers) should be activated whenever your vehicle is stopped on the roadway or shoulder of the road.
- \*for complete definitions, please refer to the Arizona Driver License Manual and Customer Service Guide, which can be found online at [www.azdot.gov](http://www.azdot.gov)  
+ If not in a “school bus” type vehicle, all passengers must be seated properly and wearing a safety belt.

### DEFENSIVE DRIVING

- Per Arizona Driver License Manual, “Defensive Driving” means being constantly aware of the driving conditions, planning ahead, anticipating dangers and taking the right action so as not to come in contact with any obstacle or another vehicle.
  - Always maintain good vision ahead and around your vehicle.
  - Stay alert and be prepared to react to the unexpected.
  - Drive at the right speed and know when to slow down and stop.
  - Always wear your safety belt.

## **UNEXPECTED INCIDENT/ACCIDENT**

- In case of a vehicle break down:
  - If rental or district vehicle, contact rental company & Transportation 480-812-7275
  - Evacuate your vehicle if not safe to remain in it
- In case of an emergency:
  - Contact emergency agency
  - Immediately inform your school
  - Document where each student was sitting in vehicle (include phone numbers)
  - If you evacuate your vehicle, keep all students together in a safe location
  - Students do not leave area (including with parents) without school administrator or police/fire permission

**NOTE:** Refer to CUSD fueling policy for information on fueling vehicles

# Chandler Unified School District Athletic Department – Transportation Department

## CUSD Authorized Driver Protocol

Chandler Unified School District takes the responsibility of the safety of our students very seriously. In addition to our students riding with the District's school bus drivers, occasions may arise when students would ride with a CUSD certified teacher/coach/sponsor to school sponsored functions/events.

The District has developed the following protocol for the "CUSD authorized driver." An "authorized driver" is defined as any district employee who is not a professional school bus driver with the CUSD Transportation Department.

This protocol also covers the steps the "authorized driver" must follow if he/she receives a violation (photo or other) while driving on behalf of Chandler Unified School District.

### **Initial Clearance:**

- An "authorized driver" (as described above) may not have more than 7 points on their driver's license.
- Before the authorized driver is allowed to operate any District vehicle / rental vehicle on behalf of the District (whether it is to be driven with or without students), a signed affidavit (*Permission to Obtain Driving Record* form) giving permission to pull the authorized driver's driving record must be on file with the CUSD Training Coordinator.
  - Schools will send the Transportation Training Coordinator the signed *Permission to Obtain Driving Record* form for new employees (much like they do for use of the fuel cards and the fuel card policy).
- Once the Transportation Training Coordinator has the signed *Permission to Obtain Driving Record* form on file, the driving record will be pulled every year that the individual works for CUSD.
  - Any CUSD employee whose position within CUSD gives them even the potential for driving a district vehicle or rental is subject to these procedures.
- The driving record of each authorized driver will be kept on file with the Training Coordinator.
- If at any time the point record is above 7 points, the authorized driver will lose driving privileges for CUSD vehicles / rentals. Once alerted of violation of this threshold, the Training Coordinator will send notification to the driver as well as the driver's Administrator or designee.
  - In addition, the authorized driver will receive information concerning a State of Arizona sponsored defensive driving course that may be taken to reduce the point level. The cost of the class will be paid for by the driver and will not reimbursed by the District.

### **Violations:**

#### **First Violation:**

- Upon receipt of any violation that has taken place when operating a District vehicle / rental, the individual is responsible to report the incident with attached documentation to their Administrator or designee within **one (1) working day**. This includes DWI or DUI.
  - The Administrator or designee will then send a copy of the incident report and all documentation to the Training Coordinator at Transportation **within three (3) working days**.
- The District's drug and alcohol policy will be followed for all individuals in an incident involving DWI or DUI.

- If the incident is a moving violation that does not involve DWI or DUI, the driver will be required and scheduled to participate in a 4 hour defensive driving course provided by CUSD Transportation Department. The individual will contact the Training Coordinator at 480-812-7296 for class assignment. Classes will be scheduled according to need. Classes may be available evenings or Saturdays.
- If a CUSD employee receives either a DWI or DUI , they will no longer be eligible to drive for CUSD, effective immediately.
- The driver may resume driving privileges (provided point level is not above 7) upon completion of the district sponsored 4 hour safety course.
  
- In addition to the district sponsored class, if the driver completes the state sponsored course to reduce their point level, upon completion of the state class, all participants will receive a certificate. Once the individual receives the certificate, he/she must send a copy of it to the CUSD Training Coordinator via their Administrator or designee.
- CUSD Training Coordinator will only authorize the person that has more than 7 points on their license for driving again upon review of the most current driving record which duly notes the defensive driving class credit as well as the driving point(s) reduction.

**Second Violation:**

- Must report incident following the same procedure outlined under First Violation.
- Will result in loss of driving privileges for one calendar year from incident.
  - Before driving privileges are restored after the one year waiting period, the State of Arizona sponsored defensive driving course must be taken. Proof of class attendance will be provided to the supervisor who will then send the documentation to the Training Coordinator. The cost of the class will be paid for by the driver and will not be reimbursed by the District.

**Third Violation:**

- Permanent loss of driving privileges for CUSD while a CUSD employee