

# PURCHASE ORDERS, CREDIT CARDS, VOUCHERS, and GRANT MONEY REQUESTS

**NOTE: For all Purchase Orders, School/District Credit Card use, or Vouchers, KEEP AND SIGN ALL RECEIPTS!!!**

## District/School Credit Card use...

1. Check out a card from either Judie at central office or your Principal.
2. Keep receipts and attach to **Credit Card/Out of District Travel Voucher** – all meal receipts must have the names of the individuals written on the receipt.
3. All receipts must be signed by the card user, which includes gas, food, lodging, etc.
4. After completing the information **under School Credit Card**, be sure to **sign** at the bottom of the form and attach your receipts!
5. Return Credit Card to person you checked it out from and turn in paperwork **by the next working day**.

## Reimbursement...

1. Use a the **Credit Card/Out of District Travel form**
2. Fill out the top of the form and the area headed "**Employee Reimbursement**." If you use your personal credit card, this area is to be used, **not** the "School Credit Card" area.
3. Be sure to **sign** at the bottom of the form and attach your signed receipts!

## Vouchers (for use in Worland only!)...

1. Fill out the "Name of Business" area. (Vendor # is for Business Office use)
2. Fill out appropriate info. Please have the company/vendor sign the "sign here" area.
3. Attach the receipt (make sure you sign the receipt) to the voucher.
4. While at the business, they will probably require you to sign their receipt as well. Please make all signatures legible; if necessary, print name below signature. If purchase were for special education please write ERC on the receipt as well.
5. Return the **original** voucher with attached receipt(s) to the office. The business may keep a copy—not the original.

## Grant Money Request (To Attend a Conference)...

1. When requesting funds from ERC:
  - a. Send the Grant Money Request form, with your registration, to ERC. ERC will submit the registration, but **you** make all travel and hotel arrangements.
  - b. If conference is in the state of Wyoming or Billings, ERC's purchase orders "might" be accepted. Anything out of state probably won't.
2. When requesting funds from Title programs (non-ERC):
  - a. Secure initial approval from the building principal.
  - b. Submit to Central Office for approval.

## Purchase Orders (ERC Travel to Attend a Conference)...

1. **Keep white copy** of PO – with signature from the business – and a copy of their invoice.
2. You may leave the other copies of PO with the hotel or restaurant for their billing purposes.
3. Return Purchase Order with attached receipt to the ERC upon returning to school. Be sure to sign PO and receipt.

When using School Credit Card, Purchase Orders, or personal funds while attending a conference, workshop, or meeting, use all previous information to make sure all businesses or credit cards will be paid in a timely manner. (Previous information includes information on original request to attend which should include the business or vendor, name of person using credit card/PO, etc., date, conference/workshop/meeting, location, etc.)