

P.O. PROCESS: Activity Accounts Only!

Activity Account Purchase:

1. You can only spend an amount equal to or less than the balance in your account.
 - a. Find out balance
 - b. If unsure check with Mrs. Maureen Carter or the Activity Account designee.
2. Fill out a P.O. form with the item(s) you want to purchase which is located on the schools website: www.edinburgschools.net
 - a. These items are account specific –money being used from the account must be spent specifically on that activity.
 - b. The total spent cannot exceed the amount in the account
3. Turn the P.O. in to Mrs. Carter
4. Mrs. Carter will initial it and give it to the Principal for final approval
5. The P.O. will then be taken by Mrs. Carter to Mrs. Yeakel
6. Mrs. Yeakel will purchase the items
7. The company will fill our order based on our P.O. and ships the item(s) to our school
8. The shipped item(s) will be delivered to Mrs. Yeakel who compares the P.O. to the item(s) purchased.
9. Once the ordered items have been verified, Mrs. Yeakel will either call you to come and get it/them or have it/them delivered to your room.
10. A ticket will need to be filled out from your Activity Account book. It must be filled out for the total amount (including tax and s/h) and must be signed by the teacher representing the activity account, not a student. The Principal will sign off on the activity book purchase.
11. The P.O. and activity book ticket will then be given to Mrs. Carter who will write a “school issued” check. Mrs. Carter and the Principal will both sign the check. No purchased will be made and paid with cash.
12. The check is mailed the company to pay the bill from the account originally chosen.
13. No borrowing funds between accounts.
14. Paying for items on your own and being reimbursed is discouraged.
15. Collecting money and making purchases without going thru the process listed above is also discouraged. Do not hold any funds in any personal accounts. All money that is collected needs to be kept in a school safe until it can be turned in with a deposit slip to Mrs. Carter.
16. Account books are balanced monthly.

Fund Raising for your Activity Account

17. All money is turned into Mrs. Carter, by the Sponsor, within 48 hours.
18. Money should be kept in a secure place (Mrs. Carter has a safe that can be used while waiting for all funds to be collected.)
19. After all money is collected and turned in, Mrs. Carter will deposit into Activity account and deposit added to your book.

Turn Around Time for P.O. Process:

If the “turn around” is a concern, then please make sure you put together your purchase a few weeks before you actually need the item(s). The school personnel in charge of this process will do everything they can to get this purchase completed in a timely manner. We will do our best to assist you if you have any questions or concerns during this process. We want this process to be as painless as possible.

Steps 1, 3,4,5,6,8,9,10, 11: These steps will normally only take 1-2 days in total. Exceptions include, but are not limited to discipline, holidays, and weekends, illnesses, school cancellations, any off campus meetings where the principal is required to attend, etc.

Step 2: This is based on how fast the P.O. is turned in to Mrs. Carter.

Step 7: This is based on the shipping plan you chose as well as how fast the company fills the order.

P.O. PROCESS: Classroom Purchases or other financial requests outside of the activity accounts!

1. Fill out a P.O. – found on the schools website: www.edinburgschools.net
2. Turn the P.O. in to Mrs. Yeakel
3. Mrs. Yeakel will take the P.O. to Superintendent
4. The Superintendent will approve or disapprove the purchase request.
5. If Approved – move on to #6, if denied, you will be notified with an explanation.
6. Mrs. Yeakel will order the item(s)
7. The Company gets our P.O. and ships items to school
8. The shipped item(s) will be delivered to Mrs. Yeakel who compares the P.O. to the item(s) purchased.
9. Once the purchase has been verified, Mrs. Yeakel will either call you to come and get it or have it delivered to your room.
10. The P.O. will then be approved at the monthly board meeting. It will then be paid following the meeting by the district bookkeeper.
11. The check is then mailed.

If the “turn around” is a concern, then please make sure you put together your purchase a few weeks before you actually need the item(s). The school personnel in charge of this process will do everything they can to get their part done in a timely manner. We will do our best to assist you if you have any questions or concerns. We want this process to be as painless as possible.