**STUDENT ACTIVITY ACCOUNT**

**(CENTRAL FUND)**

Deposits and withdrawals to the Student Activity Account should be coordinated by the building principal of each school. A deposit form or withdrawal form must be completed for each transaction.

**DEPOSITS:**

When collecting money (cash and/or checks) from students, documentation indicating date, student’s name and amount collected from the student must be maintained and submitted with the completed numbered deposit. **Do not keep cash in any classroom**. All deposits should be submitted within 48 hours of collection.

**WITHDRAWALS:**

Withdrawals from the Student Activity Account must meet State guidelines and regulations for appropriate purchases. As a rule of thumb two basic questions can determine whether the purchase is appropriate:

* Have funds been collected from students for the purchase?
* Is the withdrawal for something for the students?

There is a minimum 48-hour turn-around time for checks issued and approved from the Student Activity Account. Withdrawals must include appropriate backup documentation to support the withdrawal:

* Requisition of Funds form approved by the building principal
* Voucher signed by the vendor
* Invoice and/or contract for services

A check can only be issued if there are sufficient funds in the account to cover the expense. Account balances are available upon request from the Treasurer of the Student Activity Account.

**REIMBURSEMENTS TO STAFF MEMBERS:**

Although reimbursements to staff members from the Student Activity Account are typically prohibited, there are rare instances when an exception is allowed. In those cases where a staff member must be reimbursed for “student activity” purchases, **prior** approval for the purchase must be obtained from the Building Principal.

Along with the backup described above, the staff member must attach a signed voucher to the withdrawal request. The voucher must be signed by the Building Principal. A check will not be issued without a signed voucher.

**REIMBURSEMENTS/REFUNDS TO PARENTS/GUARDIANS:**

When a parent/guardian is seeking reimbursement from the Student Activity Account, the withdrawal form must include the appropriate backup documentation (bill or cash register receipt) to support the withdrawal. Any reimbursement to a parent/guardian must include a mailing address. In addition, a signed, completed voucher must be attached.

A check will be issued to a parent/guardian for deposits for class trips only if the withdrawal form has a written request explaining why the refund is being requested and the amount of the refund.

Checks will **NOT** be issued to a student except for scholarships that are distributed through the Student Activity Account.