

**AKRON PUBLIC SCHOOLS**  
**OFFICE OF CAREER EDUCATION**  
**BULLETIN 14 : Purchase Order & Accounting Procedures**



It is imperative that we remain diligent in our accounting procedures so that the integrity of our programs and the school system is NEVER in question. Every employee who makes purchases for items for classroom or program use, **MUST** follow the procedures as set forth by the Board of Education of the Akron Public Schools and by the Office of Career Education:

**To Purchase Supplies, Materials, Merchandise and Equipment:**

1. All purchases must be made on a purchase order (PO), through the district treasurer, encumbered and **approved in advance**.
2. Expenditures must **never** exceed the established program budgetary amounts.
3. Petty Cash purchases may not exceed \$25.

**Programs which provide customer service:**

1. Maintain proper money management procedures, **including the 6.75% charge for sales tax, where appropriate (see Bulletin 15)**. It is the responsibility of the instructor to take all reasonable steps to secure all monetary revenues received.
2. All sales revenues must be deposited daily, **regardless of amount**. A numbered receipt must be obtained from the building treasurer for this amount.
3. Balance the cash register daily. Keep written documentation of the drawer count and file it in date order including your daily over/short records.
4. All sales records, cash receipt journals, inventory count sheets, daily accounting activity, general ledgers and other records must be maintained until you have been given the authority to discard them (a minimum of four years).
5. A profit and loss statement must be prepared monthly using the information from the inventory reconciliation.
6. Cash kept in the register for change must be obtained via a purchase order at the beginning of school.
7. Physical inventories must be taken at the end of each month and reconciled with the previous month. All purchases and receipts should be accounted for during that reconciliation.
8. All school stores must develop and display "Rules of Operation" which all students are to follow.