C N T E N T S

Accounting Procedures	1
Cafeteria	
School Store	
Student Activity	-
Budgets	2
Building Permits	3
Instructions	
Sample Forms	
Conferences	4
Fixed Assets	5
Injury Procedures	6
Employee Injury	
Student Injury	
Property Damage	
Payroll	7
Time Entry	
Payroll Conversion	
Extra Pay HED	
Petty Cash Fund	8
Procedures & Guidelines	0
Petty Cash Request	
Petty Cash Report	-
Requisition – Purchasing	9
Procedures & Policies	
General Instructions Sample Forms	
Sample FormsGlossary	
Stipends	10
U.S. Mail Procedures	11
 Procedures 	
Mail Preparation Checklist	