

Money to Deposit

The "ALL Count Sheet" is posted on the website under employee forms. This is a **REQUIRED** form that must be completed for all monies submitted to the office. This includes any money you collect for t-shirts/other apparel, and fundraising money. No money will be accepted with out the sheet completed and signed. I have put in the formulas for you. If your count is inaccurate, Maria/Rachel will contact you and let you know what the difference is.

AA Web

Anyone who is a head coach/sponsor for a class, club, or other activity will have a sign on/password to <https://aaweb.harriscomputer.com> Every order and money requested will need a PO filled out, approved and then signed off by you. If you are requesting meal money, this too will need to have a "blanket PO" completed at least **3 days prior** to the date you will be needing your money. All money must be in the account before you receive your items of purchase. Please submit all packing slips or invoices you may receive with the words, "ok to pay" on them with your signature or initials. This ensures that you have received everything on the PO.

****All in town purchases will still be handled with an in town purchase requisition and Maria/Rachel will process the PO at months end.**

Meal Money Accountability

If you receive meal money for any activity and plan to pass it out to your kids, you will need some sort of sign off sheet. This could be a simple roster of your kids with a place to initial that they did indeed receive their money. Please turn in this documentation to me upon the return of your trip. If you are paying for the meal as a whole, you must return a receipt to the office. This is a safe guard to protect you!!!

Purchases that Require Reimbursements

If you are making a purchase with your "personal" money and expect reimbursement, **ALL** reimbursements must be processed through your activity account. At **NO** time should a student/player be writing you a check. All money that is received from your student/player should be submitted to Maria/Rachel and she will deposit this money into your activity account. Once money is in the account you may be reimbursed with a **copy of your receipt** of payment, less tax.