

Gardner-South Wilmington High School

Please throw out all old forms with dates at the top.

Purchase Order Option I

The following procedures need to be followed for any purchases:

- Fill out a “Request for a Purchase Order” form.
- Turn in the request to the bookkeeper.
- The bookkeeper will then create a PO in the accounting system and forward it on to the Administration for approval.
- Once approved the bookkeeper will print out the PO and place it in your box.
- Sign out the credit card from the bookkeeper if needed.
- You will then be able to place your order.
- Please allow 2 business days for processing

Purchase Order Option II

You can input your own PO's within the accounting system, if you choose this option please see the bookkeeper for set up.

- You will have access to your budget on the accounting system.
- You will know how much of your budget is available.
- You will be able to enter your own PO
- Your PO will go to either Dr. Decman or Ms. Spiezio directly through the accounting system, leaving the bookkeeper out of the process all together (until an invoice is received).
- You will be able to print your own PO after approval and place your order.

If you would like to go with option II please see the bookkeeper for training on how to use the PO system.

PO's are used for all school funds, this would include all activity funds.

Please keep in mind that it is the policy of GSW-HS to have a signed PO before an order is placed. Payment will not be made without a signed approved PO.

If you have any questions on when you may place your order please see Dr. Decman or Ms. Spiezio.

Mileage Reimbursement Voucher

- Use this form to record your miles incurred due to school related functions.
- Prior administrative approval must be obtained.
- Mileage will not be reimbursed unless all information is filled out.
- Location is important to have noted.
- This form will be submitted to the Board for approval of payment.
- The Board meets on the third Wednesday of each month; vouchers need to be turned in by the second Wednesday of the month.
- Any forms submitted after the second Wednesday of the month will be submitted to the board the following month.
- Payment is issued once a month.

Graduate Coursework Pre-Approval Form

- Use this form for pre-approval of graduate coursework.

Request for Reimbursement of College Credit

- Use this form for reimbursement of College tuition.
- This form must be submitted to the superintendent for prior approval before attending a course.
- Form can only be submitted for reimbursement in the months of September and February.
- Complete transcripts must be submitted to the office from the College or University

Payroll

Absent Report

The following procedures must be followed:

- **Anytime** you are not in the classroom or the building for your contracted/scheduled time **for any reason** this form needs to be filled out. Faculty contracted hours is from 7:45am to 3:25pm. Staff work hours are determined by the administration.
- Fill out your name and today's date.
- If you need a sub please check "yes".
- Fill out the date(s) to be absent.
- Fill out total Day(s) to be absent.
- Fill out Period(s)/time to be absent.
- Please only check the periods you will need a sub for.
- There are only 5 reasons to be absent you must choose one of them.
 1. Sick, for you/your immediate family members, and bereavement leave.
 2. Personal use of time.
 3. Vacation time.
 4. Professional use of time, please fill answer all questions for this type of leave.
 5. Field Trip, please fill answer all questions for this type of leave.
- If you are out of the building for any reason you must fill out this form and submit it to Ms. Spiezio for approval.
- For any reason other than sick leave, you must obtain prior approval before time is taken.
- Please fill out this form as soon as you are aware of needing time off so that subs are easier to find. Thanks!
- Ms. Spiezio **will not** schedule a sub for you unless **this form** is filled out.

Substitute Service Record

The following procedures must be followed:

- This form must be filled out when you are a Sub for in house.
- Forms must be filled out within 24 hours of subbing.
- This is considered a payroll form and must be turned in to be paid.
- Pay periods are from the 11th to the 25th, to be turned in on the 25th by 3:30pm. And from the 26th through the 10th to be turned in on the 10th by 3:30pm.

Time sheet for Academics 1st, ACT Prep, Detentions, and Home Tutor.

The following procedures must be followed:

- Use this form for the above listed extra duties that are above and beyond your contract.
- Prior approval must be obtained for "other extra duties".
- Forms must be filled out within 24 hours of service.
- This is considered a payroll form and must be turned in to be paid.
- Pay periods are from the 11th to the 25th, to be turned in on the 25th by 3:30pm. And from the 26th through the 10th to be turned in on the 10th by 3:30pm.

Extra-Curricular Timesheet

The following procedures must be followed:

- This form must be filled out when you work a sporting event or tutor students at the academic first program.
- Use this form for “other” extra duties that are above and beyond your contract.
- Prior approval must be obtained for “other extra duties”.
- Forms must be filled out within 24 hours of service.
- This is considered a payroll form and must be turned in to be paid.
- Pay periods are from the 11th to the 25th, to be turned in on the 25th by 3:30pm. And from the 26th through the 10th to be turned in on the 10th by 3:30pm

Time Sheet for Hourly Staff

Time sheets area handed out before each pay period.

- This form must be filled out for all hours worked.
- Any time over your contracted hours must obtain prior approval.
- All over time must obtain prior approval.
- This is considered a payroll form and must be turned in to be paid.
- Pay periods are from the 11th to the 25th, to be turned in on the 25th by 3:30pm. And from the 26th through the 10th to be turned in on the 10th by 3:30pm

Miscellaneous Forms

Movie Form

The following procedures must be followed:

- Prior approval must be obtained before showing any movies over 30 min. in a classroom.
- Submit the movie request form at least one week in advance.
- Once approved, Ms. Spiezio will give you a copy of your form back.

GSW Activity Fund Deposit Record

The following procedures must be followed:

- Any time you have a deposit to the activity fund account this must be filled out and turned in with your deposit.
- Any money turned into sponsors/coaches/teachers must be kept in the safe.
- Money should never be kept in your class room or taken home over night.
- If you have an evening event that involves money, you can arrange with Ms. Spiezio a way to have any money placed into the safe.
- A folder in the safe is provided for you.
- Keep one copy for your records.
- Once the deposit is reconciled by the bookkeeper, a copy will be given back to you.
- One copy will be kept for accounting records.
- If there is a discrepancy in your deposit, the bookkeeper will hold the deposit until you can verify the difference.

Accident Report

This form needs to be filled out anytime anyone has an injury in your class or at a school function.

Maintenance Request

Please see Ms. Spiezio for a form.

Technology Request

Please see Ms. Spiezio for a form

Announcements

Announcements hand written must be turned in before 7:45am, and any announcements emailed must be sent by 2:00pm the prior day. Any announcements turned in after the listed times will be added the next day, no exceptions. The office is extremely busy in the morning dealing with kids and phones.

All forms may be found in a file cabinet in the work room located by Ms. Spiezio's office and on line.

All forms can be found on the faculty web page. www.gswhs.grundy.k12.il.us/faculty