



**RUSSELL A. CHABOUDY**  
SUPERINTENDENT  
(330) 644-8489

**MATTHEW MUCCIO**  
TREASURER  
(330) 644-1435

**Treasurer Guidelines:**

**April 2017**

**Purchase Requisition Guidelines:**

All purchases **must be pre-approved by the Superintendent and Treasurer before the purchase is made**. This includes, but is not limited to those purchases involving: principal funds, field trips, professional development, instructional supplies, repairs and maintenance, and new equipment.

- 1) Please obtain a quote
  - A. \$1 - \$500 = 1 quote
  - B. \$501 - \$3,000 = 2 quotes
  - C. \$3,001 & greater = 3 quotes
- 2) Please enter your requisition in USAS
  - A. If you have a question on coding please contact the Treasurer's office
  - B. If this is a new vendor please obtain a W-9 form and email to the Treasurer's office
- 3) Please upload your quote(s) into RAM
- 4) The requisition will then follow a workflow of approvals in RAM. Once approved or denied an email will be sent back to the requisition creator notifying them of the decision. If approved a purchase order number will be included in the email.
- 5) Once approved—when ordering—please have the vendor include the PO number on the invoice.

**Reimbursements (i.e. mileage/meals):**

Please estimate your costs and enter a requisition prior. Once approved a purchase order number will be provided. After the trip please submit your receipts and/or map quest to the Treasurer's office.

**Board Approval of Contracts:**

Pursuant to ORC 3313.33, contracts must each be authorized by the Board of Education vote and signed by the Board President or Treasurer or Superintendent before funds for such proposed expenditures may be encumbered. A blanket PO will then be issued in conjunction to said contract.

**Activity Purpose (Purpose & Goals) Statement:**

This form must be completed and approved by the Building Principal, Superintendent, and Treasurer for all activity funds at the beginning of each school year. All activities and fundraisers must be listed on the activity purpose statement that was approved by Principal, Superintendent and Treasurer before said activity or fundraiser takes place.

**Collecting & Depositing Cash:**

All money received in connection with an activity program must be turned over promptly to the building cashier/secretary and documented by records of pre-numbered tickets or other auditable records along with a properly prepared pay-in form. The cashier/secretary is to deposit all money within 24 hours. All money that is kept overnight must be placed in a locked and secure place for safekeeping, preferably a safe or a vault. The cashier/secretary shall make a copy and send the original deposit slip along with a pay-in form and any other required forms to the Treasurer's office.



**COVENTRY LOCAL SCHOOL DISTRICT**  
2910 S. MAIN ST. AKRON, OH 44319 FAX: (330) 644-0159

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Gifts & Donations:

All gifts or donations to Coventry Local Schools must be formally accepted by the Board of Education at one of its meetings. Such action by the Board must be recorded in the official minutes of the meeting.

**DESTINATION EXCELLENCE**  

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**ACADEMICS · ARTS · ATHLETICS**