

Memo

To: SSM Home and School Chairs, 2010-2011
From: Beth Soulliere & Kim Hall, Co-Treasurers
CC: Juli Han, Business Manager & Cindie Maddock, Office Manager
Date: 8/17/2010
Re: Purchase Order Process

How to request payment for goods or services for SSM Home and School

1. Beginning with the 2008-2009 fiscal year all purchases made with funds from the St. Stephen the Martyr Home and School Association must have a purchase order submitted to the parish office. This change in procedure was mandated by the Archdiocese of Omaha.
2. Purchase orders can only be submitted by the SSM H&S Co-Treasurers: Kim Hall kmhall8629@aol.com or Beth Soulliere blsoulliere@cox.net
3. You must first get a price for the goods or services you are requesting and then request a PO. For example, if you are planning on purchasing decorations for Teacher Appreciation Week you should first go to the store and make an itemized list with prices, and tax if applicable, and then submit that to the co-treasurers for them to start the PO.
4. St. Stephen's H&S qualifies for tax exempt status on most purchases. However, the only way we can take advantage of St. Stephen's tax exemption status is if a St. Stephen's check is used for payment directly to a vendor. The parish office or H&S treasurers will fax the tax ID letter to the particular vendor/store.
5. The key to making the PO process less frustrating for you, the co-treasurers and the parish office is to PLAN AHEAD!
6. You still need receipts for all goods and services. Make a copy of your receipt and keep for your records and place the original in the H&S mailbox in the teachers' workroom to the attention of the treasurers. Please sign your receipt and mark what it was for. Receipts are then attached to the PO and filed in the parish office. This is mandated by the Archdiocese and needed for the archdiocese audit.
7. Requests for reimbursements are not allowed. Checks will not be made out to individuals.
8. Allow at least 30 days for a check to be ready. The PO has to be signed by Dr. Peters first. Then it takes time for the parish office to cut the check. Fr. Tiegs is the only person who can sign the check.
9. Checks will be distributed by the Home and School Treasurers.
10. Use of Project Hope gift cards are allowed in certain circumstances –you still must get a PO first. But it can be a quicker process, since we only need to let Cindie know and she will get the cards ready. You must turn in the receipts and any unused or partially used gift cards in a timely manner. Please sign receipt and mark what it was for and turn in.
11. If you are purchasing from Hy-Vee – please get prices from the store and email the treasurers for a PO. Please provide them the amount of your purchase, Hy-Vee contact and department (catering, bakery, Italian, ect.) you are using, date of event and the event it is for.
12. **“The Martyr Marathon” is our only approved fundraiser. We ask that no one engage in solicitation of goods or services or request donations of any type from businesses for any other purpose.**
13. Classroom coordinators may ask for donations from parents for room parties or teacher gifts; but all monies collected must be deposited into the Home & School account. This avoids the appearance of impropriety and fulfills the requirements of the Archdiocese for the handling of monies.”