

**HOBBS MUNICIPAL SCHOOLS**  
**SCHOOL YEAR 2016/2017**  
***CASH ADVANCE PACKET PROCEDURES***

**TO:** Users of HMS Cash Advance Packets

**FROM:** Kerri Gray, Director of Finance

**DATE:** July 01, 2016

**These procedures should be reviewed carefully.** The following is an outline of the policies and procedures for the use of all Cash Advance packets ("Cash Packets") within Hobbs Municipal Schools (the "District") for school year 2016/2017. Before a Cash Packet will be issued in your name, please read the following procedures and indicate your acceptance of the terms below.

You have requested that the District issue a Cash Packet in your name and you will accept personal responsibility regarding this requested sum. Cash Packets are intended for your convenience for the payment of the District's expenses. You understand all Cash Packet expenditures must be documented with proper **itemized** receipts to support the purchases. To assist you in obtaining proper receipts, requirements for cash expenditures are as listed:

- 1) All money spent must be replaced with a properly itemized receipt as follows:
  - a. Most vendors have cash register tapes, receipts, and/or cash tickets which are pre-printed with the vendor's name, items purchased, cost per item, date of purchase, and total cost. This is an itemized receipt and is "most preferred" by auditors and therefore by the Business Office.
  - b. In those RARE instances when the most preferred is not available and the HMS cash slip is used instead, you must have the vendor use their rubber stamp on the backside of the slip (their deposit stamp will do). The date and signature of the vendor's employee is required, not just their initials. Please document all items purchased if detail is not provided on the receipt and initial your changes.
  - c. A credit or debit card receipt turned in that is not itemized and does not meet requirements mentioned above will not be acceptable and you will personally have to replace those funds.
- 2) Gross Receipts Tax:
  - a. DO NOT PAY TAX on supplies or foods purchased at grocery stores or quick stops (e.g., for snacks/sodas). Any tax paid on tangible items will not be reimbursed to you.
  - b. DO PAY TAX on services such as restaurant meals and hotel lodging.
- 3) Tips: Gratuity of up to 15% of your meal will be reimbursed and must be printed or written on your ticket. Tips are not reimbursed for fast food restaurants. Often restaurants charge a higher gratuity (such as 18%) for large groups and automatically include this on your ticket. If this is the case, then that higher gratuity amount will be reimbursed to you as well as long as it is included in the restaurant's ticket.
- 4) Liquor: District funds cannot be used to purchase alcoholic beverages. It is your responsibility to mark out any alcoholic drinks that are included on your receipts. Even better, pay for your alcoholic beverages on a separate ticket so that these do not become part of the District's documents.

- 5) Entertainment: District funds cannot be used to pay for entertainment while travelling; therefore, you will not be reimbursed for movie tickets, museum fees, etc.
- 6) Hotel/Lodging: Hotel statements must also be itemized from all places of lodging. This statement will separately list daily cost for room, tax, and any lodging fees. Any receipts for room service must be itemized as well. The cost of valet parking will be reimbursed only if it is the only type of parking available at the hotel.
- 7) If you are providing cash from a Cash Packet to other persons (including students) for meals, etc., you are still responsible and must obtain proper receipts for all expenditures.
- 8) Daily Meal Rate for Employees: Reimbursement will be made on meals for the amount of itemized receipts only and will be limited to \$30 per day for in-state and \$45 per day for out-of-state travel. An itemized receipt must be provided for each meal. Only expenses of a District employee will be reimbursed.
- 9) **DO NOT** use a ***highlighter*** on your receipts. Instead use an ink pen if necessary to circle the amount.
- 10) DO NOT combine Cash Packets.
- 11) DO NOT send Cash Packets via the pony mail.
- 12) **Cash Packets must be closed within five (5) days of the completed trip/event.** To close your Cash Packet, **please sign** and hand deliver your packet to the Business Office with purchases listed on the packet and actual itemized receipts enclosed in the packet.
- 13) Failure to follow any of these procedures or to properly handle Cash Packets will result in the District's refusal to issue future Cash Packets to you.

**ACKNOWLEDGEMENT AND ACCEPTANCE:**

I have read the above requirements and will obtain proper receipts to cover my Cash Packet expenditures and I will return any unspent funds to the District. I understand any receipt turned in that does not meet the criteria listed will not be accepted and I will have to reimburse the District for that amount.

I agree to close out each Cash Packet within **five (5) days** of the completed trip/event.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature