

CASH ENVELOPE GUIDELINES:

- You may only shop at the stores approved as stated on the cash envelope. Failure to comply may result in cash envelope privileges being revoked.
- Must be a Mesa Public School Employee.
- Should primarily be used if a local vendor does not accept purchase orders, i.e. Walmart, Joanne's etc.
- Should only be used for the purpose stated on the approved requisition.
- Chemicals, Rentals and Services are **NOT** allowed purchases with a cash envelope. (See chemical sample list below.)

CASH ENVELOPE PROCEDURES:

Cash envelopes must be returned to Student Activities by the return date listed on the cash envelope.

- Money not used will need to be redeposited. **Important: Please make copies of all receipts and cash envelope and retain for your files for two years.**
 - Elementary: Return all unused funds for the cash envelope back to your school Secretary who will issue you a receipt for unused monies. Please retain copy of the receipt for your files.
 - Secondary: Return all unused funds for the cash envelope (regardless of funds used) to the Bookstore, who will then issue a receipt for the redeposit. Please retain copy of the receipt for your files. You should then return the cash envelope to your Student Activities/Athletics Secretary for documentation for their records.
- The front of the cash envelope with the **Paid To, Amount, Totals** and **Signature** completed.
- Personal items **will not** be allowed. **Do not** mix personal and business items on the same receipt.
- Gift Cards/Certificates/Awards **must be signed for by recipient(s)**. (See attached spreadsheet.) Copies of the gift cards/certificates (front and back) **must** be included with your receipts.
- **The Vendor/Store Name MUST be printed on the receipt. The Purchase Price AND Date MUST be circled. The date must be on the receipt or the purchaser will be responsible for the cost of the items or services.**
- Items purchased prior to check date are not acceptable. This is considered an After-the-Fact and will go through the After-the-Fact process.
- The **ORIGINAL, ITEMIZED** receipt(s) **must** be taped neatly on an 8 ½ x 11 sheet of paper. When taping the receipt to the paper be sure not to tape over pertinent information, such as dates etc.

By signing the enclosed check, you are agreeing to the following guidelines and procedures regarding the use of cash envelopes. Compliance with these guidelines needs to be followed or cash envelope privileges may be revoked.

CHEMICALS THAT CANNOT BE PURCHASED ON CASH ENVELOPES (not all inclusive)

Alcohol (Isopropyl)	Cleaning Solutions (Lysol, Mr. Clean, Lime-A-Way)	Glue	Lubricating Sprays (Wd40)	Stomach Relief
Ammonia	Correction Fluid (white out)	Hand Lotion	Mineral Oil	Sunblock
Antiseptic Sprays (Lysol)	Deodorizer Sprays	Hand Soap - Liquid	Motor Oil	Tempera Paint
Bleach	Dish detergent	Helium	Paint	Valve Oil
Board Cleaner	Epoxy	Hydrogen Peroxide	Photo Developer	Weed Killer
Body Lotion	Eye drops	Insecticide	PVC Cement/Primer	Wipes – Cleaning, Hand, Disinfecting, Sanitizing
Cleaner-All purpose (409)	Fabric Softener - liquid	Laundry Detergent	Sanitizing Wipes	Wood Stain
Cleaner- Glass (Windex)	Fertilizers	Liquid Light	Shellac	
Cleaning Powders, (Comet, Ajax)	Glitter Paint	Liquid Nails	Spray Paint	

Here's a sample Cash Envelope. Student Activities cuts check on Wednesdays, so an envelope similar to this will be sent to your site

CASH ENVELOPE

SCHOOL _____ DATE _____

SPONSOR _____ CHECK # _____

SPONSOR TELEPHONE EXTENSION _____

ACCT # _____ AMOUNT _____

EVENT (PURPOSE) _____

NOTE: EXPENDITURES MUST BE SUPPORTED BY VENDORS RECEIPTED INVOICES OR SIGNED DOCUMENTS EVIDENCING PAYMENT.

RECEIPT DETAIL

PAID TO	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CONTINUE ON BACK

SUBTOTAL FROM FRONT _____

SUBTOTAL FROM BACK _____

TOTAL OF RECEIPTS _____

AMOUNT RETURNED TO ACCT _____
(SEND RECEIPT OR CHECK, NO CASH PLEASE)

SIGNED _____

PLEASE RETURN THIS VOUCHER TO STUDENT ACTIVITIES

BY _____

IF GIFT CERTIFICATES ARE PURCHASED, COPIES OF CERTIFICATES WITH RECIPIENTS SIGNATURE MUST BE INCLUDED

following the check-cut date.

Following the expenditure of the funds, this envelope will need to be returned with all receipts taped to full-sheets of paper. Please do not send any cash back in this envelope. (See instructions on completing and returning cash envelopes on the previous page.)

