



Dexter Consolidated Schools

Project Celebration Guidelines

DWI Funding Contract Guidelines:

The agreement is made between Chaves County and Dexter Schools to:

- A. Plan, organize and execute a Project Graduation Celebration at each of the three High Schools (Dexter, Hagerman, Lake Arthur). Utilize funds to offset the overall costs of the combined three school Project Graduation Celebrations.
- B. The School will provide to Chaves County a written report with the following information for each High School:
 1. Number of graduating seniors
 2. Number of seniors attending the Project Graduation Celebration
 3. Total cost of the Project Graduation Celebration
 4. Number of violations of the alcohol, drug and violence free policy

Dexter Consolidated Schools Deposit Guidelines:

- All deposits are to be made within 24 hours by the High School Office. An accounting sheet is sent to the Business Office who posts the deposits to the District's accounting system.
- The Business Office will strive to post deposits in a timely manner due to the deadlines involved in Project Celebration.

Dexter Consolidated Schools Purchasing Guidelines:

- Purchases are tax exempt whether purchasing with a p-card, PO or purchasing to be reimbursed by the District.
- **NM Tax # 01-50309500-4.**
- If a vendor requests a Non Taxable Certificate, email the following information to BusinessManager@dexterdemons.org
 - Vendor name - mailing address
 - New Mexico tax number
 - If the vendor does not have a NM tax number, obtain their federal tax identification number.
- Some local business will discount your purchase if you state that it is for Project Celebration—be sure to ask.
- Submit a requisition through the High School Office. Making purchases with cash is not an option.
- If the chosen vendor will not accept a district purchase order (PO), speak to the High School Office about using the District procurement card.
- A procurement card agreement must be signed before obtaining a PCard. Please read before signing.
- Only school employees are authorized to use the PCard. Parents may make purchases on behalf of Project Celebration with a school PO.
- It is important to turn in an itemized receipt. A credit card receipt with the total purchase price is not acceptable according to GAAP (Generally Accepted Accounting Principals) regulations that we must follow as a public entity.
- Sign the itemized receipt "ok to pay" and staple it to a copy of the PO.
- The Parent Committee needs to approve the receipt also (for the integrity of the person who actually made the purchase so that there is no way to imply that the purchase was not approved by the other parents in the group).
- Send the receipt to the High School Principal for approval because the purchase was made on a high school PO.
- Principal will send the receipt to the Business Office. The bill will be paid if all audit requirements are met (itemized receipt, PO, approval to pay).
- If a private individual makes a purchase and needs reimbursement, they need to complete the Project Celebration Reimbursement Request Form available from the High School or Business Office. An itemized receipt must be attached to the form. **Make them aware that sales tax WILL NOT be reimbursed.**
- The money raised by the current senior class needs to be spent on that year's celebration.
- Do your best to spend the account down. If there is a remaining balance after all bills have been paid, the Parent Committee should give the High School Principal and the Business Office permission *in writing* for the balance to be used by the next class.
- A detailed inventory of all items purchased as gifts, and to whom they were given must be turned in immediately following the celebration.

Dexter Consolidated Schools Contacts:

High School Principal	734-5420x710	Business Manager	734-5420x311
High School Office	734-5420x712	Superintendent's Office	734-5420x319