

Longhunter Elementary School Fiscal Policy Acknowledgement Form

I have been trained by Longhunter Elementary School administrative staff to comply with the Comptroller guidelines for fiscal management. I agree to abide by the provisions in the Comptroller Manual and understand the following expectations at Longhunter Elementary:

- All collection logs must be sent to the office daily and I must use **blue** or **black** ink.
- I must complete a requisition form for any purchase BEFORE I purchase an item.
- Cash or checks cannot be stored in my classroom overnight.
- If I am the chair of a committee or in charge of collecting money for a group/event, **I will deposit the money to the bank within three days of receipt of the money!** No exceptions!

I understand that failure to follow these fiscal rules will result in disciplinary action.

Mary Johnson
Printed Name

Mary Johnson
Signature