

El Paso Gridley CUSD #11 Activity Fund

Any activity fund purchase is separate from your “budget” purchases and will be used for the “extra” things that are not in the budget. Some examples are:

Activity Fund

Athletic items not covered by budget
Reward Programs/Incentives
Pop machine receipts/expenses
Expenses related to a specific class
 i.e. Junior Prom, Senior Trip, etc.
Concession stand receipts/ expenses

Budget

Classroom supplies
Special Equipment for the classroom
Athletic supplies/equipment

**IF you are unsure which account your purchase request should come from . . .
ASK BEFORE YOU ORDER!**

Guidelines to follow:

Deposits

Need to be totaled and given to the Activity Fund Manager with the deposit form – available on the web site - showing the amount of the deposit and the activity fund to which the money goes.

Please put it into a bank bag or sealed envelope and deliver to the District Office.

Check Requests

Submit an Activity Fund Check Request Form – available on the web site.

Please submit the form to the Activity Fund Manager at the District Office or interoffice mail the form and allow 2 – 3 days to receive a check.

Bills for athletic activity fund accounts must be authorized by the building AD.

Bills for any other activity fund account must be authorized by the building principal.

Purchase Orders

Activity Fund purchase orders should be completed and signed by the Building Principal or the Building AD then send to the District Office.