

AMOS P. GODBY HIGH SCHOOL

SCHOOL FINANCE PROCEDURES

These financial rules have been established primarily for clubs, sports and activities. However, they apply equally as well to any organization sponsoring activities where the collection and disbursement of money is involved. Funds exist basically in two accounts:

- a) Internal accounts (consisting of fees collected and fund raising)
- b) County funds allocated by Student Activities (budgets 32002 - transportation, 23019 – student activities)

The school finance office is **CLOSED each Wednesday from 8:00 a.m. - 12:00 p.m.** so that checks can be written. All check requests must be in this office by **Tuesday at 8:00 a.m.** for processing each week.

The following is a list of basic policies and procedures that must be adhered to. They have been listed in alphabetical order for easy reference.

BOOSTER ORGANIZATIONS

Any booster organization that is NOT registered as a 501 C organization must deposit all of their money into the internal accounts. All school financial procedures will then apply to that booster organization. Information for becoming a 501 C organization is available in the School Financial Accountant's office.

All Booster Organizations MUST fill out an information form listing the names, addresses and phone numbers of all current officers. They are NOT authorized to purchase in the name of Godby High School. Their invoices are NOT to be sent here. Any fundraising activity done by Boosters that involve students' needs to be approved in the same manner as all other clubs/sports and the funds raised deposited into the internal account. If students are not involved, the Principal still needs to be informed of the Booster's intentions so there is no conflict of interest and all LCSB rules are being adhered to.

BUS TRANSPORTATION

1. **ALL bus request forms MUST be turned into the Finance Office 20 administrative work days prior to your scheduled trip.** Requests made late may be denied by the Transportation Department.
2. On regularly scheduled school days the **field trip times are 9:30 am until 1:30pm.** Blackout dates for the 17/18 school year are: first week of school, Labor Day Holiday, Teacher Planning days, Veteran's Day, Thanksgiving and Christmas Break, MLK Holiday, Spring Break, Memorial Day and early release days.
3. Afternoon or evening trips can be scheduled for **5:00 – 11:30 p.m.** No buses are available prior to 5:00 p.m. on school days.
4. The current rates for the 17/18 school year are **\$18.00 per hour** for drivers and **\$2.75 per mile.** **Each school will be charged time and mileage from the driver's compound to compound (parking site).**
5. Meals may be automatically charged by the Transportation Department, we have **NO** control so do not forget to budget for your driver's reimbursement.
6. Do not contact the Transportation Department directly if you have any questions or encounter a problem. Let me know and I will call them.
7. Please remember however, that is your responsibility to cancel each request you will not need within two business days or you will be charged a minimum of \$36.00 (2 bus driver hours).
8. **If you coach a sport, please note there will be no out of county day field trips. It may be possible to go out of county if you can provide your own qualified bus driver.**

CLASS FEES

If you have a need to collect fees for your class you must submit a dated letter signed by both yourself and the principal stating the following: the specific course name, the amount requested and what the fee will be used for. You may not begin collecting any fees until your fee letter is approved by the principal. Remember to re-submit a new letter each semester.

Class fee money will be put into a separate account from other monies collected such as fundraising or donations. Fee money is to be spent in the year it is collected. When you request expenditures from fee money it is important for the bookkeeper to know you are using fee money rather than fundraising, donation, etc. money.

Any class fee money not spent will be put into the General Fund for students at the end of the school year.

"COMPS"

Any items bought for or given to someone (faculty/staff/parents/students, etc.) either as a prize or gift of appreciation (trophies and awards **excluded**) must have the recipients' signatures attached to the check request. Examples: clothing, yearbooks, top candy sellers, etc. This verifies that those items were actually received by the persons intended. This rule also applies to complimentary tickets distributed.

CONTRACTS

NO ONE but the Principal can enter into a binding agreement with a vendor or an association. A copy of any contract must be attached to your check request for payment. Reminder - Coaches: Officials contracts **MUST** be signed by the Principal **AND** the Athletic Director, with a copy placed in my files *prior to the start of your season*.

COUNTY FUNDS

(Athletics, Band, Chorus)

1. These funds can be used for purchasing equipment, paying officials, travel and most other expenses where the items bought remain the property of LCSB. Nothing purchased with these funds can be given to the student.
2. Purchase orders using county funds are automated; therefore, you must obtain a requisition form from the finance office, complete it in its entirety (including any applicable shipping/handling charges) and return it to the finance office for processing.
3. Your vendor **MUST** be on the county's current vendor list. If they are not, then you will be given a Vendor Application form to fill out, send to them for completion and return to this office. Your order cannot be processed until that vendor application has been submitted to the county finance office and a Vendor ID number assigned.

DONATIONS

All receipts written for donations must either have a letter in file (Boosters designating expenditures at the Coach's discretion) or a note attached to the Monies Collected form specifying use of funds. Donation letters that provide information regarding how funds should be spent must accompany all donations.

EMAIL

Important information and/or changes will be conveyed to you through email. If your PC is not functioning properly it is your responsibility to access your email through another PC.

FIELD TRIPS

All school sponsored field trips must be approved by the Principal in advance. A detailed information sheet should be given to each student explaining the destination/times/dates and cost of the trip. When Monies are collected for tickets and/or transportation that must be paid for or guaranteed with a Purchase Order in advance, a **BOLD NOTATION**

should be made on such information sheets that clearly states that these Monies are **NON-REFUNDABLE**. In these cases you should have each student sign an agreement to keep on file.

FIELD TRIPS/COUNTY POLICY

The following has been copied directly from the LCSB web site. Please make yourself aware of these rules/regulations to protect both yourself and the LCSB from liabilities.

www.leon.k12.fl.us/Public/Planning/Procedures/E-6htm

The School Board of Leon County Administrative Procedures

Procedures posted on this site reflect current administrative practice in Leon County Schools. Other administrative procedures may be found at <http://www.planning.leon.k12.fl.us/Procedures/Index.html>.

2340A - FIELD TRIP PROCEDURES

Purpose

To provide steps to be followed to arrange field trips or Community Based Instruction (CBI) trips for students.

Procedures

Parent/Guardian permission and medical release forms must be on file for all students on the trip. For students on CBI trips a completed authorization/waiver must be on file at the school and a copy taken on the trip by the adult in charge.

Adequate chaperones/sponsors/staff must be arranged. (Please see Student Activities Handbook, Sections 19-10 through 19-13, for qualifications, requirements, ratios, and restrictions on tobacco use related to chaperones.) Adults certified in first aid and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) should accompany any group in an outdoor activity field trip. Drivers of non-district vehicles must provide a copy of current driver's license and insurance coverage.

The principal shall schedule a general field trip health-related training session, which shall be up to thirty (30) minutes in length, for the faculty prior to the first field trip being offered during each school year and at least prior to the end of first semester.

At least two (2) weeks prior to a field trip, the Principal shall submit a Field Trip Authorization Request to the School Divisional Director. A copy of this form shall also be provided by the Principal to the School Nurse assigned to provide oversight to the school. The School Divisional Director will provide a copy of the approved form to the Leon County Health Department Supervisor of School Health.

In order to support health needs during a field trip, the principal shall require a staff member certified in first aid and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) is placed on each bus. Additionally, at least one (1) staff member trained in medication administration shall be in attendance on the field trip.

In the event that a student with a major illness, including but not limited to: diabetes, asthma, allergies, seizures, is expected to attend the field trip, child-specific training shall be scheduled with the school nurse assigned to the school at least ten (10) school days prior to the date of the trip.

Prior to each field trip, school staff assigned to the school health room shall collaborate with the school nurse to prepare medication for the fieldtrip according to the Policy 5330 - Use of Medication and AP 5330 - Use of Medications.

All out-of-state trips require the Superintendent's prior approval.

Out-of-state or overnight in-state trips require submission of itinerary, list of chaperones and student and local phone number to call if delay or problems occur. District funds may not be expended to pay the transportation, lodging and other expenses of chaperones who are not District employees. With the approval of the principal, exceptions may occur when chaperones who are not District employees must be recruited to ensure compliance with the required chaperone/student ratio. This must be noted by the principal when travel forms are submitted. Any other exceptions related to the requirement that non-District employees pay their own

expenses must be approved in advance by the principal, and the reason for the exception noted on the travel form.

CBI trips can occur only in Leon County. All students shall have specific goals and objectives tied to activities that will take place on the trip, and data collection shall occur on outings.

Boating field trip activities are permitted only with strict supervision.

- A. For elementary students, boating activities are permitted only when all of the following notification and safety precautions are taken:
 - 1. The boat must have a stable platform, such as a flat-bottom boat.
 - 2. The boat must be surrounded by a caging bar.
 - 3. One (1) size-appropriate U.S. Coast Guard-approved life vest must be available for every passenger.
 - 4. Ensure that the owner/operator of the boat has appropriate and adequate insurance coverage.
 - 5. A vendor or school employee trained and certified in water rescue, first aid, and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) must be physically present on the boat.
 - 6. At least one (1) adult associated with the field trip must accompany every five (5) students on the boat.
 - 7. Provide adequate notification describing the specific conditions of the boating activity and obtain permission from parents/guardians.

- B. For secondary students, boating activities are permitted only when all of the following notification and safety precautions are taken:
 - 1. One (1) size-appropriate U.S. Coast Guard-approved life vest must be available for every passenger.
 - 2. Ensure that the owner/operator of the boat has appropriate and adequate insurance coverage.
 - 3. "Man overboard" drill must be conducted when participants initially depart from dock area for offshore sailing or boating.
 - 4. Adult supervision and availability of motorized rescue boat must be provided for students in sailboats, canoes or other non-motorized craft.
 - 5. Provide adequate notification describing the specific conditions of the boating activity and obtain permission from parents/guardians.

Swimming field trip activities are prohibited for elementary students during the regular school year and are discouraged for most secondary.

- A. In cases when secondary school principals determine that swimming field trip activities are appropriate, Principals are required to ensure strict adherence to and documentation of the following procedures:
1. One (1) lifeguard or Red Cross-certified adult in a controlled swimming area; at least one (1) lifeguard per fifteen (15) students in a non-controlled area.
 2. Written permission from a parent/guardian.
 3. Adequate notification describing the specific conditions of the swimming activity.
- B. For elementary students attending summer camps, swimming field trip activities are permitted only with strict adherence to and documentation of the following procedures by the Principal:
1. One (1) lifeguard or Red Cross-certified adult in a controlled swimming area; at least one (1) lifeguard per ten (10) students in a non-controlled area.
 2. Written permission from a parent/guardian.
 3. Documentation of swimming proficiency. In lieu of documentation, parent/guardian permission must include a statement asserting that student is a proficient swimmer.
 4. Adequate notification describing the specific swimming activity.

All field trips and community based instruction (CBI) trips shall be of an educational nature.

Unless unusual circumstances exist, all trips shall start after 9:30 am and end by 1:30 pm during regular school days.

General field trip funds will be allocated by an approved formula and placed in the individual school budgets. Special programs or projects may also support field trip or community based instruction activities from their cost center/project funds.

Out-of-town charges are:

- A. **Overnight** - Actual mileage at the established rate will be charged to the school's program. In addition:
1. **Meals** - All meals will be reimbursed to the driver by the District and charged to the school/program at the standard approved out-of-town rates.
 2. **Lodging** - The school/program is responsible for reserving individual lodging for the driver equal to that of the sponsor. Lodging will be reimbursed to the driver at the actual rate or as part of per diem. Schools may, however, make arrangements to pay the hotel, but not the driver, directly.
 3. **Compensation** - Driver's pay will be calculated for the time from departure to delivery of students to overnight lodging; eight (8) hours per full day away, plus any additional stand-by or driving beyond 5 pm; and from 8:00 am (or departure time if earlier) to return time plus thirty (30) minutes for bus maintenance. All costs will be charged to the school or program.

B.

Day Trips - Actual mileage at the established rates plus meals at the standard approved out of town rates, reimbursed to the driver by the District, will be charged to the school or program.

All travel vouchers must be submitted by the driver to the school/program, coded and approved, and sent by the school/program to the Finance Department for reimbursement.

Additional information may be required by the school, program, project or department funding the field trip.

All special activities or special programs, including co-curricular activities, are required to follow these or the co-curricular handbook guidelines, or have specific written plans approved by the site administrator.

© Leon 2013

FUNDRAISING

The School Board recognizes the need for school related organizations to be involved in fundraising activities. Such activities may be conducted in the name of the school when it is found to be in the best interest of the total school program.

1. All fundraising conducted in the name of Godby High School must be approved by the Principal, Activities Director, School Financial Accountant and Athletic Director.
2. Obtain a Fund Raising Activity Request form and Requisition for a Purchase Order, if applicable, from the School Financial Accountant. Fill out form(s). Give form(s) to School Financial Accountant for signatures. When you receive a copy of the Fund Raising Activity Request form and your copies of the purchase order, if applicable, your fundraiser is approved. **Your fundraiser will not be approved without an approved purchase order, if applicable.**
3. **Raffles and other activities of chance are not allowed by LCSB policy.**
4. All money collected for fundraising activities must be deposited in the internal fund.
5. Fundraising is voluntary. A student **CANNOT** be required to participate to be involved in the activity.
6. Each fundraising activity shall be approved for a specific length of time.
These dates can only be changed with the approval of the Activities Director and the School Financial Accountant.
7. The activity must end at the scheduled date, at which time all items remaining to be sold must be collected and inventoried - to be returned or held for future sale.
8. All financial records/reports are to be submitted to the finance manager within ten days from the activity ending date.
9. No fundraising activities will be approved until ALL reports from previous activities have been completed and accepted.
10. Sales Tax must be paid on all fundraising purchases.
11. Booster organizations may fundraise on their own; however, if the fund-raiser involves students in any way (concession stands, ticket sales, car washes, etc.), then:
 - a) The activity must have the advance approval of the Principal
 - b) **ALL** Monies collected must be deposited in the internal account.
 - c) They will not conflict with other scheduled fund-raisers.
 - d) **ANY TIPS RECEIVED WHILE WORKING A FUNDRAISER (Civic Center for example) MUST BE DEPOSITED AND ARE NOT TO BE KEPT BY THE PARENTS OR STUDENTS WORKING THAT BOOTH UNDER ANY CIRCUMSTANCE.**
12. Any candy or items for resale that have been stolen must be reported to the school resource officer and a copy of their report attached to your sales report.
13. **Any food products sold as a fundraiser during the school day must meet the "Nutrition Standards for Foods in The School". The guideline for this will be included in the Fundraiser Approval packet.**

NO GUM OR BLOW POPS ARE TO BE SOLD AT ANY TIME.

UNDER NO CIRCUMSTANCES SHOULD ANY PRODUCTS FOR FUNDRAISING BE PURCHASED FROM MIDSTATE SCHOOL SUPPLIES (EAST).

INTERNAL ACCOUNTS

Funds deposited into Internal Accounts must be spent for the purposes for which they were collected. **EXPENDITURES FOR CURRICULAR OR CLASSROOM USE SHOULD NOT BE PURCHASED FROM THESE ACCOUNTS.**

1. When you need to make a purchase out of your Internal Account, send the Bookkeeper a quote. A requisition for a purchase order will be processed from that quote. The purchase order will be emailed to you. Then you may

place your order. **Under NO circumstances should items be ordered or purchased prior to having a purchase order completed and approved. If a purchase is made without a purchase order, you will be responsible for the payment of the purchase.**

2. **PURCHASE ORDERS ARE REQUIRED FOR ALL PURCHASES.**
3. **All invoices MUST be dated the day of, or after, the date on the approved purchase order; or you may consider yourself personally in debt for the amount in question.**
4. All items must be itemized on your purchase order or "blanket purchase order for (state general list of items to be purchased) not to exceed (state maximum amount to be spent)" must be written in the body of the purchase order. When the latter method is used, an itemized receipt/invoice **MUST** be returned after purchase.
5. **We pay no sales tax except on fundraising purchases.**
6. When your invoice has been received you must come into the finance office to verify receipt of goods and to complete a check requisition to authorize payment. Check request should have a descriptive explanation of purpose for expenditure.
7. Purchase Orders over \$1500 must be submitted to the County Purchasing Office for approval. Purchase Orders that exceed \$8,000 must have 3 telephone bids attached and those which exceed \$25,000 must be submitted for sealed bid. These procedures are your responsibility.

PROPERTY CONTROL

Any single item purchased over \$750 (either through Internal Accounts or County funds) must be reported to the technology coordinator for a property control number.

PURCHASING

It is the responsibility of the individual sponsor to make sure he/she is aware of all the proper methods of purchasing supplies. ***The school will not be held liable for expenditures which have not received prior approval by the Principal through the means of a purchase order. DO NOT TAKE THIS LIGHTLY!!***

School Board policy 6610.2.a & b states "Expenditures require prior approval. The school should anticipate needs in time to permit processing and proper clearance of written authorization requests. Expenditures shall not be made until approved by the principal."

No school internal fund shall be obligated for any student or teacher expenditure not previously approved in writing by the principal."

The Department of Education policy for School Internal Accounts, Chapter 8, Section II.2 states, "Purchases from internal funds must be authorized in writing by the principal or designee. Neither the school or the district school board shall be liable for any purchase made in the name of the school without express written approval."

PURCHASING CARDS

Purchasing Cards are available for internal account purchases. You may request a card from the School Financial Accountant by completing the Internal Account Card Requisition Form. When you pick up the card you will be asked to sign that you received the card. You should be prepared to use the card and return it within 24 hours. After making your purchase(s) the card and receipt/receipts should be turned into the School Financial Account. The charge limit is \$750 per vendor per day.

RECEIPTS

ALL RECEIPTS TURNED IN MUST BE DATED, ITEMIZED and have the NAME of the business printed on them.

RECEIPTING MONEY

1. You must obtain a receipt book from the finance office.
2. You must fill out a receipt whenever you collect \$5.01 or more from anyone. If you receive \$5.00 or less, you can simply list all the names of students that you collected money from on a "Monies Collected" form with the amount collected listed individually.
3. **All money must be deposited on the day it is receipted or the very next day.**
4. **All deposits should be completed by 2:30 p.m. each day.**
5. **Teacher receipt numbers should be included on all monies received forms.**
6. No money should be left in the school overnight, especially over the weekend. If the money disappears, it is your responsibility and you will be required to report the loss/theft to the SRO and submit a letter of explanation to the principal.
7. All receipt books and funds collected should be kept under lock and key. If a receipt book is lost or stolen the Principal is to be notified in writing immediately.
8. If your deposit is not turned in on time, a letter of explanation must accompany your deposit to be forwarded to the Principal for his/her information.
9. **If an error is made, that receipt must be VOIDED, the white copy must be left in the book, and a new receipt written.** When filling out a "Monies Collected" form, list all voided receipts separately. **NEVER** write directly on the yellow copies.
10. Any checks taken for deposit must be made out to Godby High School (your club, sport or activity can be named on the check also). **DO NOT ACCEPT CHECKS MADE OUT TO YOUR BOOSTER ORGANIZATION.**
11. Remind students to keep their receipt in case of a problem/refund.
12. Please write the name of your organization on the lower left portion of the check for identification purposes. *Many times the student and the parent have different last names so it is recommended that you also write the receipt number on the check - should the check be returned we have automatic identification of the student.*
13. The teacher/sponsor signing for the receipt book is personally responsible for the accuracy in issuing receipts and making deposits.
14. Employee's personal checks are not to be submitted in lieu of cash collected.
15. All receipts and Monies Collected forms must be completed in ink. No pencil.
16. **NO CHECKS FROM PARENTS OR STUDENTS WILL BE ACCEPTED FOR DEPOSIT AFTER MAY 5, 2017.**
17. Do not ask the school financial accountant for change. Money is to be deposited in the bank the way it was received from the teacher/sponsor.
18. Be sure the bookkeeper knows whether your deposit is for the fee account or the account that will have other generated money.

REFUNDS

When refunding a student/parent for any reason you must attach the original white receipt (or a copy if the white is not available) to a properly completed check request with the reason for the refund stated. You must also submit the actual receipt book used so that the yellow copy in the book can be marked "refunded" with the date and the finance manager's initials (this ensures that students will not be refunded more than once for the same payment).

RETURNS

Any items returned (either purchased or pre-viewed) **MUST BE RETURNED BY TRACEABLE MEANS** (insured, registered mail, UPS, etc.). If you wish to be reimbursed you must save your itemized receipt for documentation. A credit card receipt is not sufficient for they do not specify what was charged or to whom. Your receipt must show the name and address of the company you mailed your return to and the amount paid.

RETURNED CHECKS

Checks returned for any reason are YOUR responsibility to collect upon. You must collect CASH or a money order to replace the check. Please note that all returned checks are assessed a \$9.00 fee that must also be reimbursed to your account.

SALES REPORTS

Sales reports are due on the date specified on your fundraiser approval form. Sponsors with outstanding sales reports will not be permitted to conduct any further fundraisers until all paperwork is completed.

TEACHERS LEAD PROGRAM (TLP)

Teacher Lead money will be given out as a debit card. You will be required to sign a statement in which you agree to only purchase supplies for your classroom and students and keep your receipts for up to 4 years.

TICKETS

All events having admission charges (dances, banquets, sports, etc.) must follow these ticket procedures:

1. The teacher/sponsor/coach must make arrangements for the purchase of tickets using Internal funds if they are not available from the Activities Director. It is not the responsibility of the Finance Manager to purchase or sell tickets.
2. All tickets are to be safely guarded and accounted for.
3. All tickets must be pre-numbered and pre-priced. Different colors are to be used when more than one admission price is charged for an event.
4. The Business Manager is to issue and inventory tickets.
5. Homemade tickets are not permissible without the approval of the Principal.
6. Unsold tickets are to be returned to the Business Manager along with all funds collected. At that time a ticket sales report must be completed for audit purposes.

TRANSFER OF FUNDS

When transferring funds from one Internal Account into another it is required that both the teacher/sponsor/coach and a student sign the check requisition form.

TRAVEL REIMBURSEMENT

When you travel as part of your coaching/sponsor responsibilities, you should complete a leave request (TDY), which is mandatory should you wish to be reimbursed for your out of pocket expenditures or meals. **The Principal will not approve reimbursement if the proper paperwork is not completed prior to traveling.** These guidelines are for all out of county field trips, district meetings, clinics and/or scouting and sporting events.

1. An out of county reimbursement form can be obtained from the finance office.
2. All requests must be given to the finance manager within 3 days of return to school.
3. Travel payment for the use of private or employee vehicles may be made on the basis of the district per mileage rate (.485) or on the basis of gas receipts.
4. **Incomplete requests will not be processed.**

VEHICLE RENTALS

Enterprise has the state contract for vehicle rentals. Reservations may be made by phone or online. Instructions for making reservations are available in the bookkeeper's office. You must put gas back in the vehicle before turning it in.

The bookkeeper needs a copy of your reservation confirmation. You must bring a copy of the invoice back to the school after returning the vehicle. This will help you know what you will be paying since the billing process takes at least three months.

VIOLATIONS

The Principal and the School Financial Accountant retain the right to impose a fine on any Sponsor/Coach of an Internal Account that does not follow these rules.

It is **not** the responsibility of the students who have contributed to an Internal Account to pay for late fees and fines incurred because of neglect by the teacher/sponsor/coach. If a late fine/fee is levied because a teacher/sponsor/coach has failed to respond in a timely manner it will be that **sponsor's personal responsibility to pay that fine/fee**. Exceptions may be made (by the Principal only) if reasonable proof can be verified that the fine/fee was beyond the teacher/sponsor's control.

All fines billed by the FHSAA must be paid by the Coach/Sponsor in cash or check made payable to GHS. This will be deposited into the Internal Account and a check request completed for payment.

WAREHOUSE REQUISITIONS

Internal Accounts can be used to purchase items from the county warehouse when the account is established for the purpose of buying materials/supplies. These requisitions are automated, please follow the procedures below.

1. Submit a list of requested supplies with their corresponding warehouse item number and the actual number needed of each.
2. When the county office bills Godby, you will be asked to come in and complete a check requisition payable to LCSB.

National Car Rental

****Please note that advanced reservations are required for all Billing Account rentals****

- To set up a rental reservation **by phone** simply call 1-800-CAR-RENT and give the booking agent the **Billing # 17003286** as well as your company Corporate Discount number (**CD # FL55001**).
- To set up a rental reservation using the dedicated state of Florida toll free line (877-690-0064) simply instruct your booking agent to include your **Billing # 17003286** in their **"ID" field** as well as your Corporate Discount number (**CD#FL55001**).
- To set up a rental reservation **online**, go to www.nationalcar.com, and then click on "more options". Check the box that says **"Check here if you will be making a reservation using a Central Bill number"** and a new group of fields will appear. Enter your **Billing # 17003286** in the **"Central Bill/Business Account#" box** as well as your Corporate Discount number (**CD # FL55001**) under the **"Contract ID" field**. Please follow the rest of the prompts to set up your reservation.

Once you have placed the reservation either by phone, TMC or online, your employee will need to simply give their name, confirmation number from the reservation, and present a valid driver's license when picking up the vehicle...they will **NOT** need a personal credit card in order to complete this transaction.

Enterprise Rent-A-Car

- To set up a rental reservation **by phone** simply call 1-800-RENT-A-CAR and give the booking agent the **Billing Account # 17003286** as well as your company Corporate Discount number (**CD # FL55001**).
- To set up a rental reservation using the dedicated state of Florida toll free line (877-690-0064) simply instruct your booking agent to include your **Billing Account # 17003286** in their **"ID" field** as well as your Corporate Discount number (**CD # FL55001**).
- To set up a rental reservation **online**, go to www.enterprise.com, after selecting the location, date and time of the rental, enter your **Account# FL55001** in the Optional field under section #3, click Search and you will be asked for your **pin#, (which is the first 3 letters of your company's name)**, then click sign in. On the next screen, your company's name will appear on the right side. On the next screen, chose the car class that's preferred then click next. On the next screen put in the renter's name, phone and email address and click next. The next screen will have the estimate of the rental. In the center of the screen, there will be a place for the billing number to be entered. Enter your **Billing Account# 17003286** and click on Book now to complete the reservation.

Once you have placed the reservation either by phone, TMC or online, your employee will need to simply give their name, confirmation number from the reservation, and present a valid driver's license when picking up the vehicle...they will **NOT** need a personal credit card in order to complete this transaction.

When you receive your email confirmation(s) of the rental, forward a copy of the confirmation to Glenda Locke.

WAREHOUSE REQUISITIONS

Internal Accounts can be used to purchase items from the county warehouse when the account is established for the purpose of buying materials/supplies. These requisitions are automated, please follow the procedures below.

1. Submit a list of requested supplies with their corresponding warehouse item number and the actual number needed of each.
2. When the county office bills Godby, you will be asked to come in and complete a check requisition payable to LCSB.