New Procedures for Activity Fund  Purchased District Services & Book Fair  
FUND 60

Effective July 1, 2021, the district moved it’s Fund 60 Activity Funds to a new bank, Firstar Bank. All the other funds, ie General 11 and CNS 22, are still at Armstrong Bank.

All the school secretaries will be using Firstar Bank. They will or have been issued new banking supplies and instructions for deposits. Only deposits to fund 60 will be deposited to Firstar Bank.

Formerly, we were able to make internal journal entries to pay for things like CNS catering, Book Fair books and MPS Fab Lab purchases. With a separate bank account, we can no longer do that so a little more pre-planning is required in some cases.

Child Nutrition Catering Services -

1. Obtain a quote from Kim Hall, Food Service Director  kim.hall@roughers.net
2. Create a purchase requisition to vendor 7040 MPS Child Nutrition Services Catering from your activity funds. You will receive a purchase order via email. PO must be obtained prior to purchase.
3. Send the purchase order to Kim Logsdon at CNS.  kim.logsdon@roughers.net
4. CNS will email you an invoice after services/purchase is rendered. You will receive the po in alio and submit the invoice for payment to activity.fund@roughers.net
5. An activity fund check will be issued from your account at Firstar Bank to MPS CNS Catering.
6. The activity fund check will be deposited to the Catering account at Armstrong Bank.

MPS Fab Lab Services and/or Purchases - No change to procedure IF you are paying from your activity account in fund 60. Continue to send your signed invoices to mika.barton@roughers.net and a journal entry will be performed to pay the invoice.

In order to make purchases from the Fab Lab from your instructional budget (fund 11), you must follow these steps:
1. Obtain a quote from Collin McCawley at the Fab Lab. collin.mccawley@roughers.net
2. Complete a purchase requisition to vendor 7041 MPS Fab Lab from your fund 11 account and receive a purchase order. PO must be obtained prior to work being performed.
3. Send your PO to collin.mccawley@roughers.net
4. When you receive your goods or services, you will receive an invoice from the MPS Fab Lab. You will receive the po in alio and submit the invoice for payment to invoice@roughers.net
5. An accounts payable check will be issued from your budget at Armstrong Bank to the Fab Lab.
6. The accounts payable check will be sent to Muskogee High School. MHS staff will deposit to MPS Fab Lab’s activity fund account at Firstar Bank.

**Activity Bus Trips** - No change. Bus trips will continue to operate through TripTracker as usual.

**Book Fair** for Indian Education Students- Title VI and JOM make book fair purchases for Indian Education students across the district annually. Here are the new procedures:

1. The Indian Education department will obtain quotes from the school librarians.
2. Indian Ed will create a purchase requisition to vendor 7042 MPS Book Fair from their federal grants and receive a purchase order. PO must be obtained prior to purchase of books. Include the name of the school and librarian on the requisition.
3. Federal programs will email the purchase order to the school librarian.
4. Librarian needs to send an itemized invoice including spreadsheet to the Indian Education Department. linda.carter@roughers.net. Linda will do the receiving report in alio and submit the payment to invoice@roughers.net for payment.
5. An accounts payable check will be issued from the Title VI or JOM budget at Armstrong Bank to MPS Book Fair.
6. The accounts payable check will be deposited to the appropriate school’s book fair account in the activity fund at Firstar Bank.
**Payroll** - substitutes and any - There will be no payroll paid from Fund 60. All employees must be paid via payroll and subject to taxes as mandated by Internal Revenue Service. If you must pay an employee/substitute from your activity funds, then here are the steps to accomplish that.

1. Obtain an approximate quote from Kathy Rigney, Payroll Specialist. You must pay taxes/fringe benefits in addition to the base amount.  
   [kathy.rigney@roughers.net](mailto:kathy.rigney@roughers.net)
2. Complete a purchase requisition to vendor 2818 Muskogee Public Schools from your fund 60 account and receive a purchase order. PO must be obtained prior to work being performed.
3. Notify the payroll department on the time-sheet of the PO #.
4. Payroll Specialist will use 11.021 as the payroll code to be reimbursed.
5. After the payroll processes, your department/school will receive an invoice from the Treasury Department. Your department/school finance secretary will do the receiving of the po in alio, get admin signature and submit the invoice for payment to [activity.fund@roughers.net](mailto:activity.fund@roughers.net)
6. An activity fund check will be issued from your account at Firstar Bank to the district.
7. The activity fund check will be deposited to the district's general fund at Armstrong Bank to reimburse the district.