

Oklahoma City Public Schools
Student Activity Fund Asset Purchase Procedures

Review the steps below before entering the PRAF to purchase Assets using Student Activity Funds.

1) School Site Secretary

- PRAF (activity fund purchase requisition)
 - Request Budget – email (budget@okcps.org) requesting budget load for the amount of the purchase and carbon copy (cc) FAR (Financial Accounting and Reporting department staff) (finacctreporting@okcps.org) on email when.
 - PRAF fields below -
 - Short Text:** Reimburse BF from SAF
 - GL Account:** 5520093000
 - Cost Center:** xxx608xx
 - Internal Order:** required for all activity fund PR's
 - Vendor#:** 301591 OKCPS - STUDENT ACTIVITY PAYMENTS
- Email - a pdf copy of the quote and PRAF number to -
 - FAR (finacctreporting@okcps.org) and
 - cc School Accounting (activityfunds@okcps.org).

2) FAR Department

- E-mail Budget (budget@okcps.org) requesting budget load for the amount of the purchase to BF -- xxx21052, object 700 and carbon copy: Capital Projects, Treasury, School Principal, School Secretary, and FAR;
- Enter building fund PR in draft form (status 'U') for purchase of asset;
- Add "*see PR#xxxxxxx*" in the short text of PRAF created by site secretary as outlined above -
 - PRAF# should be referenced in BF PR# and BF PR# should be referenced in PRAF;
- Assign asset number using cost center xxx21052, add number to BF PR and change PR status to 'K' -
 - If playground equipment - asset class is 7164300 (see OCAS for Object/Function);
- E-mail Leon Hill/Scott Randall to release BF PR.

3) School Accounting Department - generate an invoice that the school site can send to Accounts Payable (AP).

4) Treasury Department - enter an Accounts Receivable (AR) item for payment from SAF.

NOTE: Examples include purchase of marquee and playground equipment that costs \$5,000 or more and useful life is greater than 1 year.

Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)

Forward questions to finacctreporting@okcps.org