



### City of Madison Board of Education Financial Procedures Violation Form

The City of Madison Board of Education has established a Financial Procedures Manual that clearly defines accounting procedures for all financial transactions that must be followed. This ensures that compliance with state and federal laws will be maintained. The Procedures Violation Form is to notify the offender and administration that procedures were not followed. On the 3rd offense, the employee may face disciplinary action.

**1ST OFFENSE**

**2ND OFFENSE**

**3RD OFFENSE**

**Receipting (Section III)**

- Money was not receipted and turned into the bookkeeper on the same day
- Cash and check total does NOT match the receipt sheet
- Deposits not made within 2 business days of receipt
- Other (please explain): \_\_\_\_\_

**Fundraisers (Section III)**

- Fundraiser form NOT complete/approved
- Post fundraiser reconciliation/activity report NOT provided
- Other (please explain): \_\_\_\_\_

**Purchasing (Section V)**

- Items purchased WITHOUT a purchase order
- Invoice is dated BEFORE the purchase order date
- Unallowable purchase made with public or non-public funds
- Lack of proper documentation
- Other (please explain): \_\_\_\_\_

Please provide additional information of the situation that resulted in the employee violating the financial procedures: \_\_\_\_\_

**Employee**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Bookkeeper**

**Administrator**

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_