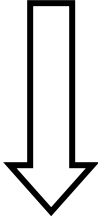


Receive money and receipts
Evelin and Lisette



Key into Quickbooks and make deposit
Pat and Stephanie

Financial Procedures
Sigsbee Charter School
August 2012

Approve Purchases
Eli



Receive Goods & Services
Goods: Heather or Evelin
Services: Pat



Match invoice to receipt
Enter into Quickbooks
Pat and Stephanie



Sign checks for payment
Eli



Complete reconciliation
Pat
Complete financials
Stephanie



Financials Approved
Stan RZad, Treasurer