



NKC Schools

NORTH KANSAS CITY SCHOOLS



FINANCIAL PROCEDURES MANUAL

I hereby acknowledge that I have read the North Kansas City School District Financial Procedures Manual for the school year _____ and that I will be held responsible for any school funds entrusted to me and I will follow the established procedures. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing polices. I understand that it is my responsibility to comply with the procedures contained in this Financial Procedure Manual.

School

Signature of Office Adm Asst #1

Date

Signature of Office Adm Asst #2

Date

Signature of other cash handling person

Date

As Principal/Activities Director, I understand that it is my obligation to provide sponsors with the Financial Procedures manual and to insure the signed confirmation form (ASA) is completed annually and on file in the school office, and to confirm financial procedures are followed by employees under my direction. The information described in the Financial Procedures Manual are necessarily subject to change. I acknowledge that the revision to the procedures may occur. All such changes will be communicated through official notice.

Signature of Principal

Date

Signature of Activities Director

Date

AAA-Administrations