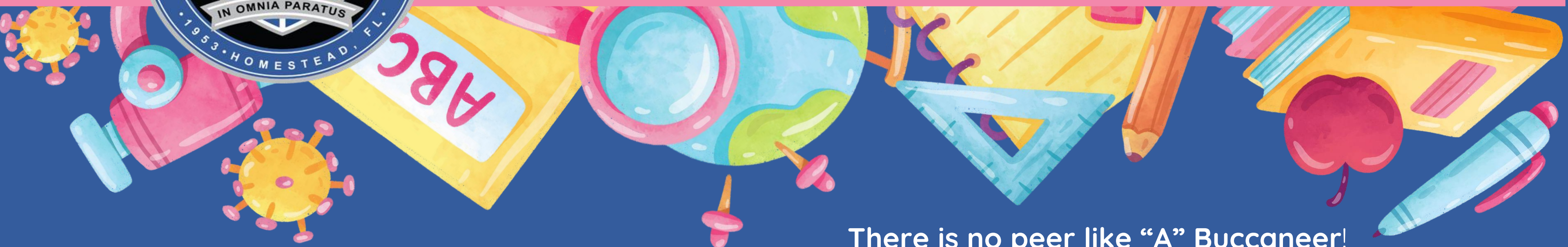




# **South Dade Senior High School**

## **Money Matters**

### **2025-2026**



There is no peer like "A" Buccaneer!





# Welcome Back!

Priscilla Estanislado-Rosario Treasurer

Rm. 1145 Ext.2223

[325988@dadeschools.net](mailto:325988@dadeschools.net)

## Our Hours of Operation:

Treasury Office will be open from 7:00 AM – 2:00 PM.

Deposits need to be turned in by 12pm.

There will be **NO** collections of monies on Friday with a few exceptions: Athletics & Activities



# Steps to Purchasing

## 1. Estimates/Quotes

Staff must obtain quotes from approved MDCPS vendors.

If over \$2,499.99, 3 bids are required.

(Refer to Chapter 4: III. General Procedures – Quotation Requirements)

## 2. Submit Purchase Order (FM-1012)

Ensure all fields are completed accurately.

Incomplete forms will be returned and may delay processing.

## 3. Treasurer Review

Treasurer checks supporting documents and fund availability.

Enters P.O. into eSAS.

## 4. Approval by Mr. Britton

Only Mr. Britton can approve P.O.s in eSAS.

## 5. P.O. Status Notification

Treasurer will inform faculty/staff whether the P.O. is approved or denied.

## 6. Place Order with Vendor

Once approved, you may place the order with the MDCPS-approved vendor.

## 7. Receive & Document Order

Collect and sign packing slip, invoice, and/or receipt. **\*\*MUST BE ORIGINAL\*\***

Contact vendor for ETA if items are out of stock/back-ordered.

## 8. Submit for Payment

Turn in signed documents + completed check requisition (FM-0992).

Incomplete submissions may delay payment.



**Important: Purchases made before P.O. approval  
will be considered a donation — no reimbursement will be  
given.**



There is no peer like “A”



On July 24, 2024, the Board approved a revised Board Rule 6320.  
A summary of the purchasing thresholds and the corresponding  
procurement documents allowed to facilitate the purchases:

- ★ \$0 - \$2,499 – shall obtain one (1) written/dated quotation with an expiration date.
- ★ You can not use a shopping cart as a quotation.
- ★ \$2,500 - \$50,000 - shall obtain three (3) written, telephonic, or electronic and dated quotation(s), which may be completed using a Request for Quotes template.
- ★ Above \$50,000 shall utilize the invitation to Bid, Invitation to Negotiate, or the Request for Proposal template(s).



# Common Errors

✦ Linger open Purchase Orders  
(it's important that all purchase orders are closed in a timely manner)

✦ Wrong account structures, **THIS IS VERY, VERY IMPORTANT!**

✦ **YOU** must know your account structures!  
All blank, incomplete, and/or unsigned treasury forms will no longer be accepted by the treasury office and will be returned to you for proper completion, this could delay your transactions!

## OBJECT

### Spending

5331- Out of County Travel  
5332- Field Trips  
5390- Other Purchases  
5510- Supplies  
5595-Items for sale  
5790-Miscellaneous

### Depositing

4493- Sales  
4429- Dues & Fees  
4445- Restricted  
4490- Other



A LACK OF PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON OURS!

# Fundraising



## Community Fundraising

★ Fundraising forms must be turned in to Ms. Rae at least 3 weeks before fundraising begins. You **CANNOT** start sales before approval!

**\*\*Most recent version is FM-1018\*\***

★ If there are any problems, questions or concerns, the form will be returned to you.  
(This may delay the processing timeline.)

★ The Student Activity Operation Report form **(FM-0996)** must be completed by the teacher/sponsor within two weeks of the fundraiser's conclusion or the final payment to vendors.

★ This for MUST be typed!

★ Please check the form for spelling before you turn it in.

★ Please remember to add the times, too.

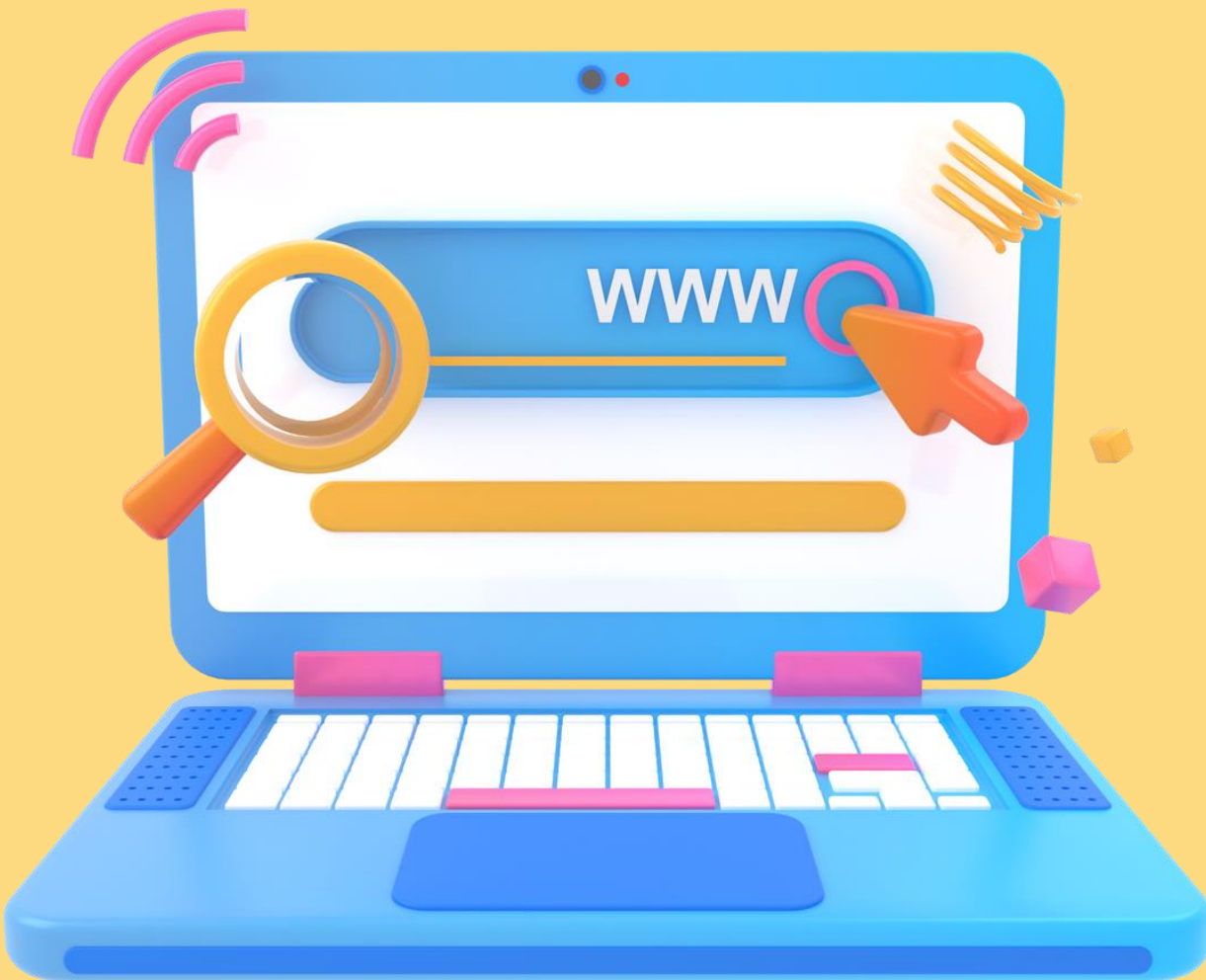
**\*\*Most recent version is FM-5656 (8-17)\*\***

# Where

## Can I Find These Forms?

- ✦ Application For Fundraising Activity Form (FM-1018) can be found outside of treasurer's office, activities office, on our school website or through records and forms.
- ✦ Community Sales is located on the school's website under teacher forms and Miami Dade County Public School under records and forms (FM-5656)

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Buccaneer!







# OSP

- ★ OSP forms must be submitted a week before start of sale in addition to the fundraising form.
- ★ If there are any problems, questions or concerns, the form will be returned to you. (This may delay the processing timeline.)
- ★ OSP forms can be found outside of the treasurers office or may be emailed upon request.
- ★ If you'd like to attach a photo to the OSP it must be emailed as a jpg format.

A photograph of a form titled "Online Sales Program (OSP) Request Sheet" from South Dade Senior High. The form includes fields for "Activity Name:", "Activity Description:", "Sponsor Email Address:", "Sponsor Last Name:", "Sponsor First Name:", "Activity Starts:", "Beginning Date:", "Ending Date:", "Price Level:", "Limited Quantity:", "Photo ID required:", and "Attach a Picture (must be jpeg. Format and attached)". It also has a section for "Official Use Only" with fields for "Funding Structure:", "Date Entered:", "Activity Approved:", "OSP Activity Number: M7701-", and "Fundraising Number:". The form is set against a background of a blue and yellow folder.



# Donations



✦ All monetary donations must be accompanied by a donation letter specifying the intent of donation. (If a donor does not send a donation letter with their donation, the teacher/sponsor must request one.)

✦ Donation checks accompanied with a donation letter may be mailed to  
**South Dade Sr. High- ATTN: TREASURER**  
**28401 SW 167th Ave.**  
**Homestead, FL 33030**

✦ The teacher/sponsor must provide a recap of collections & receipt for all donations. (If you do not have a receipt book the treasurer will provide a receipt)

✦ Solicitation of cash donations from the public is discouraged

# Field Trips

★ The amount collected from students for a field trip must only include actual expenses for the trip. (i.e. admission fees, transportation, lodging and a provision to cover the expenses of chaperones accompanying the students.)

★ Cost of field trip must cover this exact amount.

★ When the cost of the field trip is funded all or in part through fundraising activities, the fundraising revenue will not be recorded in a field trip function but in the Classes and Clubs Program function where the funds have been raised.

★ The sponsor is responsible for completing the Application for Fund Raising Activity form (FM-1018), Preparing purchase orders, obtaining the necessary tickets, receipts, or serialized forms to control the activity; along with coordinating, and monitoring the activity. The sponsor is also responsible for turning in the monies from the activity in a timely manner.

★ The sponsor must also prepare the Student Activity Operation Report form (FM-09996), complete the check requisitions for payments, and safeguarding the inventory of items being sold or left over for audit purposes.

## TIMELINE FOR FIELDTRIPS:

- In-County (no charge to students) **3 weeks**
  - Water-Related **4 weeks**
- Out-of-County (no charge to students) **5 weeks**





# Class Dues & Fees



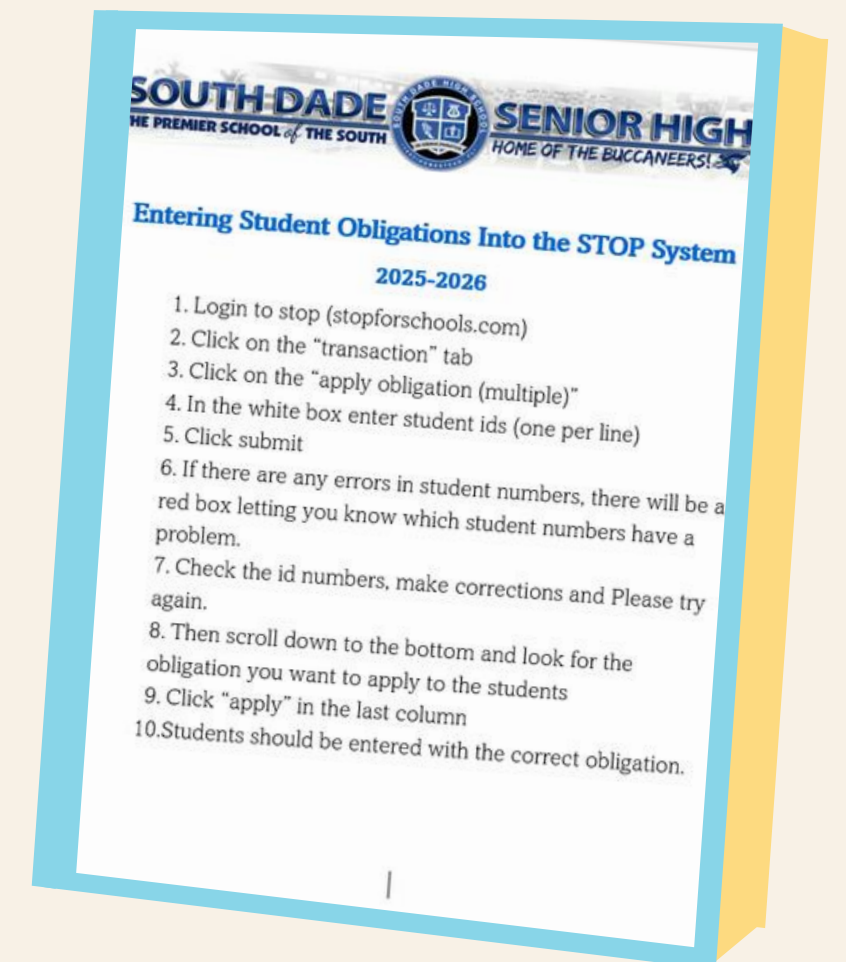
✦ CLASS FEE COLLECTIONS – Please enter all your students into STOP as soon as possible. This year, teachers will no longer be collecting classroom fees.

✦ All classroom fees will be paid on OSP.

Please take this time now to enter your students into the system so that when future events and activities that require “Debt Free” clearance arise, your students’ fees will be fully documented, and they will have sufficient time to pay.

✦ Tentatively, students will be able to start paying fees via OSP on **September 16th**.

✦ You can find step-by-step instructions on the school website under obligations



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# Thank You!

**Priscilla Estanislado-Rosario - Treasurer**

Rm. 1145 Ext.2223

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