



First Baptist Academy
Administrative Procedures for All Employees

Absence Requests:

- All FBA employees MUST complete a **Staff Absence Request Form**, located on the Staff Resource page on www.fbaeagles.org, for whenever you will not be working regularly scheduled hours or duties.
 - Contract employees who will be working a task different than your regularly scheduled duties, please choose **School-Related** for your reason and give a description of what it is you will be doing to ensure these hours are not counted against your days.
- All FBA employees are to contact Ami-Beth King, in the case of an unexpected illness or emergency, to notify her of your absence and to schedule a sub, if needed. She will take the necessary steps to document your absence.

Financial-Related Requests:

- Purchase Requests
 - Prior approval MUST be obtained before making a purchase, regardless of how the expense will be paid. Please complete the **Purchase Request Form** located on the Staff Resource page of the school website. Include all pertinent information required to place the requested purchase. If it is for an online order, then only the vendor name and URL of the website is required in the Vendor Information section of the form.
 - Please submit the **Purchase Request Form** along with any relevant documentation (quote, print out of shopping cart, etc.) to Mrs. Morris to obtain signature approval and processing. Please allow up to three business days for receiving approval, although typically it will be approved within one business day.



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Financial-Related Requests – Cont.:

Please note: For a check to be issued, two check signers are required. There are rarely two check signers in on Fridays, therefore checks will not typically be issued on Fridays. Please plan accordingly when submitting requests or invoices.

- Reimbursements
 - You MUST complete a **Purchase Request Form** and obtain prior approval for your purchase (expense) in order to receive reimbursement. If prior approval is not received, you may not be reimbursed for your incurred expense.
 - There is an exception for the annual teacher allotment for classroom supplies and class socials. You will be reimbursed for amounts up to \$100 for classroom supplies and \$50 for class socials. Please give all receipts from The School Box for purchases charged to the school account to Mrs. Morris.
 - Complete the **Reimbursement Form** located on the Staff Resource page of the school website.
 - Staple your receipts to the back of the completed form and turn them into Mrs. Morris to obtain signature approval and for processing.
- Invoices
 - You MUST complete a **Purchase Request Form** and obtain prior approval for any purchase that will be invoiced. Please submit all invoices to Mrs. Morris for processing.
- Check Requests
 - The Check Request Form is used for any circumstance that does not fit into the previous categories. **Do NOT use a Check Request Form to pay for a reimbursement or an invoice.** There will not be many occasions when you will need to use the Check Request Form. If you have any questions on if a Check Request Form is needed, please ask Mrs. Morris and she will get the form for you, if needed.