

STANDARD PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: **I-102**

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SUBJECT: BOOKKEEPING SYSTEM

TOPICS IN BULLETIN:

- I. SUPPLIES AND EQUIPMENT NEEDED
- II. OPERATION OF THE SYSTEM

All internal fund accounting shall be kept according to a uniform system. The District will use a computerized bookkeeping system. All schools, vocational centers, exceptional and special centers will utilize the computerized bookkeeping system approved by the district.

I. SUPPLIES AND EQUIPMENT NEEDED:

- o Computer-PC (DELL) or Mac: Current bid specifications
- o Dedicated Printer: Current bid specifications
- o Receipts - Purchased from the SBBC approved Vendor
- o Prenumbered Checks - Purchased from the SBBC approved Vendor

II. OPERATION OF THE SYSTEM

Training in the operation of the computerized bookkeeping system is provided on an "as needed" basis after the school year. After a new bookkeeper has been hired, contact is to be made by the principal with the Internal Accounts Office at **754-321-0584** to request the training.

A security password is required in order to get into the computerized bookkeeping system. No security password will be issued until training has been provided by the Internal Accounts Office.

In addition, a User's Manual CD is distributed to each bookkeeper as they are trained in the operation of the system. The User's manual becomes the property of the school.