

PROCEDURE -IN LIEU OF RECEIPT (F.PR.07)

Go to <http://www.gcccharters.org/staff/inLieuOfReceipt.pdf>.

1. Submit all paperwork to Program Manager and/or Principal for approval.

If approved; principal will submit to GCC Clerk 1 and a copy will be keep at the site.

If denied; principal will return to employee with explanation.

2. GCC Clerk 1 review documents.

If approved; submit to GCC Fiscal Analyst

If denied; return to principal with explanation and principal will notify employee.

3. Fiscal Analyst review documents.

If approved, submit to Chief Business Official (CBO).

If denied; return to GCC Clerk 1.

4. CBO reviews for fiscal soundness.

If approved, GCC Clerk 1 submits to TRUSD Purchasing.

If denied, CBO return to principal with explanation.

6. Attach form F.PR.07 to applicable paperwork before any submission requiring a receipt.