

SECTION 1 – GENERAL BUSINESS PRACTICES

AUTHORIZATION OF SIGNATURES	1.01
FOOD AND BEVERAGE CONSUMPTION	1.02
CELL PHONE USE.....	1.03
<i>Cellular Telephone Usage Agreement Form.....</i>	<i>1.03a</i>
<i>Cellular Telephone Use Log Form</i>	<i>1.03b</i>
<i>Cellular Telephone Bill Review Form</i>	<i>1.03c</i>
GIFTS	1.04
<i>Gifts of Materials or Equipment to the Everett School District Form</i>	<i>1.04a</i>
<i>Monetary Gifts to the Everett School District Form</i>	<i>1.04b</i>
<i>PTA Grant Agreement</i>	<i>1.04c</i>
TRAVEL PROCEDURES.....	1.05
<i>Travel Request Form</i>	<i>1.05a</i>
<i>Request for Travel Advance Form</i>	<i>1.05b</i>
<i>Statement of Travel Expenses Form.....</i>	<i>1.05c</i>
<i>Mileage Report Form</i>	<i>1.05d</i>
<i>Mileage Chart</i>	
RECORDS MANAGEMENT	1.06
<i>General Records Retention Schedules</i>	
<i>Records Destruction Authorization Form</i>	<i>1.06a</i>
<i>Records Management Checklist</i>	
INTEGRATED FINANCIAL ADMINISTRATIVE SOLUTIONS (IFAS)	1.07
<i>IFAS Access Request Form.....</i>	<i>1.07a</i>
PRINTING AND COPIER GUIDELINES.....	1.08
SCHOOL SUPPORT ORGANIZATIONS.....	1.09
<i>Organizational Guidelines – School Support Organizations</i>	