



## **ACCEPTABLE USE POLICY**

St. Mary of the Lakes Catholic Church and School, SMLCCS, values each and every Club/Room parent and will make every effort to make volunteering to support school activities/events an enjoyable experience. In order to help facilitate this it is important that all Club/Room parents familiarize themselves with the St. Mary of the Lakes procedure as outlined in this addendum.

### **Background Information**

Effective July 1, 2007, the Diocese of Trenton adopted internal controls that we follow as Pastors and Business Administrators in our roles. These policies and procedures provide a roadmap for day-to-day operations for our church and school. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes. It is our hope that the procedures contained in this addendum are clear and concise instructions on how to complete to the sequence of activities that are required for check requests submissions and supply requisition orders.

### **Cash and Credit Receipts**

Please do not comingle personal purchases with volunteer purchases on same receipt. Original receipts and not copies are always to be submitted for reimbursements. Receipts are to be submitted within 30 days of purchase.