



P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

Standard Operating Procedures

- No. 1 Communications
- No. 2 Human Relations
- No. 3 Workers Compensation
- No. 4 Payroll Procedures
- No. 5 Purchasing
- No. 6 Receiving
- No. 7 Travel Procedures
- No. 8 Student Travel
- No. 9 Accounts Payable Processing
- No. 10 Budget Revisions
- No. 11 Account Reconciliations
- No. 12 Bank Reconciliations
- No. 13 Adjusting Journal Entries
- No. 14 Collection and Meal Accounting
- No. 15 Student Activities
- No. 16 Fund Raising Activities
- No. 17 Loaning School Equipment
- No. 18 Equipment Inventory
- No. 19 Disposal of School Property
- No. 20 Consultants Contracts – MOAs
- No. 21 State Student Data Reporting
- No. 22 Food Service and Fuel Inventory
- No. 23 Grants Purchasing Procedure
- No. 24 Grants Reporting Requirements
- No. 25 Facility Use

