



Cape Henlopen School District

Oliver Gumbs, Director of Business Operations
Business Office
Oliver.Gumbs@cape.k12.de.us
www.capehenlopenschools.com

DISTRICT OFFICE
1270 KINGS HIGHWAY
LEWES, DE 19958
302-645-6686
FAX 302-645-6684

TO: All Cape Henlopen School District Employees
FROM: Oliver Gumbs, Director of Business Operations
DATE: September 8, 2021
RE: Droplet Electronic Form Guidance

As you are aware, and in an effort to improve our processes and procedures, we are in the process of implementing the Droplet Electronic Form platform. As part of Phase I, the following forms have been converted to electronic documents that can/will be routed to the appropriate individuals, eliminating the use of paper and snail mail.

We are excited about the possibilities, but recognize that there will be some hiccups along the way. With that in mind, the following guidance will help you navigate the submission and monitoring of these forms.

Please note that all these forms still require the same level of supporting documentation. The only difference is that we are using electronic workflows and signatures

1. Available Forms:

- a. Pre-Approval Request – Food, Clothing, Gift Cards, Flowers and Amazon PCard Purchases
- b. Purchase Requisition – Required for all purchases
- c. Employee Expense Voucher – Required for all personal reimbursements
 - i. A mileage log must be attached for mileage reimbursements that extend over a period of time
 - ii. Approved Professional Development and fundraising forms must be attached where applicable
- d. Fundraising Request Form – Required for all fundraising activity
 - i. Must attach a copy of the advertisement, solicitation or letter for review
 - ii. Must attach a copy of the DonorsChoose form (if applicable) – More information to come on DonorsChoose
 - iii. No advertising allowed until forms have been fully approved

- e. Request for District Financial Assistance – see Board Policies 120 and 122
- f. Student Funds/Internal Account Payment Form – to be completed when requesting payment from these accounts
- g. Purchase Order Confirmation – to be used when a vendor requires a purchase order – See your Senior or Financial Secretary for additional guidance.
- h. Invoice Submission – Used by the Financial Secretary to request the supporting documentation related to a request for payment of an invoice

2. Form Submissions:

- a. Please be aware that we are transitioning to paperless electronic form processing on a new platform called Droplet.
- b. New forms can be located on the District website under staff resources in the form's library. You may monitor your submissions in the Droplet application located on your Classlink dashboard.
- c. **Electronic forms should be used as much as possible. We will also accept old forms until the platform is fully up and running. Notification will be sent for when old forms will no longer be accepted.**
- d. When completing any form, all supporting documentation is still required and must be saved in an PDF format prior to attach to the associated form prior to submission for approval.
- e. When submitting a form, you should select the Department or Location for which the funding of the request resides. Typically, this will be your school building or District Office Department. Athletics should be chosen as the location for all purchases funding by the Athletic Department regardless of building.
- f. This guidance is the same for any affiliated organization requests, such as, Booster clubs and/or PTO's.
- g. Grade/departmental level Chairperson approvals are optional. When using this option, the chair should NOT be the same person as the submitter (if so, leave blank). You will be required to type in their email (please make sure it is correct or your form will be lost in never-neverland).
- h. Staff are required to answer all questions on the forms by checking a radio button. This will prompt additional steps, information and/or assist in routing your request to the correct person.

3. Form Approvals:

- a. Once a form is submitted, it will typically be routed to the Senior or Financial Secretary in your building or department.
- b. The secretary will review your submission for accuracy and to ensure that all required documentation has been attached.

- c. Forms can/may be pushed back to the submitter when there is addition information or clarification needed.
- d. The status of forms may be viewed on the Droplet platform at any time, to verify the status and where they are in the approval process. Employees should check their “my submissions” folder for this step.
- e. Once a form is marked “completed” you may commence the requested activity. You will receive notification when your form is completed. Please retain the electronic document on the platform or on a network drive, as it is required as supporting documentation for payment of the invoice associated with the purchase.
- f. If there is a problem locating a submission, please check with your building senior secretary. If they cannot locate it in the process, an inquiry should be sent to CHSDAccounting@cape.k12.de.us with the details, so that we can research the request.

If you should have any questions regarding these requirements, please contact your building senior secretary or the Business Office