

For Coaches, Admin and Club Advisors who **NEED MONEY??**

(Anytime you need a check for something)

- **FOR PURCHASE ORDERS** (things we will be billed for later): **These need to be done BEFORE an order is placed!**
 - Call the ASB Office (Student Store) at ext.12532 to check your account balance. **Remember:** without a PO# **YOU** are personally guaranteeing that payment will be made out of your personal bank account, not the schools.
 - Fill out Purchase Requisition completely...include a description of items ordered and total cost (including shipping). If you cannot get an exact cost you can use the estimated cost columns.
 - Include vendor name and address
 - Signatures REQUIRED (*see Ed. Code 48933(b) below): Coach or Club Advisor **AND** team captain/rep or club officer. Signatures cannot be photocopied!
If both signatures are not present it will be returned
 - Give original Purchase Requisition to ASB Clerk
 - ASB students will vote to approve or disapprove purchase, ask questions etc. If approved a PO# will be provided to you and or the Vendor. **Remember:** without a PO#, **YOU** are personally guaranteeing that payment will be made out of your personal bank account, not the schools.
 - If you are purchasing items with monies from a previous fundraiser, you must have the items listed on the previously **approved** activity/fundraising form for backup.
- **For Check Requests (i.e. reimbursements, memberships, entry fees, etc.)**
 - Fill out Purchase Requisition completely...include the PO# you were given, description of items ordered and total cost
 - Include vendor name and address
 - Signatures REQUIRED (*see Ed. Code 48933(b) below): Coach or Club Advisor **AND** team captain/rep or club officer. Signatures cannot be photocopied!
If both signatures are not present it will be returned
 - Attach invoice or receipt. If it is an entry fee or membership, include a flyer or entry form with the cost on it. **This is a MUST...NO check without backup!**
 - NOTE: Receipts for meals MUST be itemized. A credit card receipt is **NOT** acceptable.
 - If the check is for an individual who provides a service (i.e. consultant, speaker, D.J. etc.) a W-9 must be completed before a check is issued. The ASB Clerk will do this, but vendors need to know that they will not get a check until this form is completed and returned. If you are unsure of who falls into this category, please see the ASB Clerk.
 - Give original Purchase Requisition to ASB Clerk

THINGS TO REMEMBER:

- ❖ Purchase Orders must be approved by ASB **BEFORE** an order is placed.
- ❖ ASB meets Mondays during 4th period.
- ❖ Submit purchase requisitions to the ASB Clerk before lunch on **FRIDAYS** to be approved at the Monday meeting.
- ❖ Allow one week for checks to be processed. **NO SAME DAY REQUESTS PLEASE!**
- ❖ Checks will generally be done once a week after the ASB meeting.

**** Ed. Code 48933. (b) The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the school district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization.**