

**HANDBOOK FOR  
STUDENT LEADERS,  
ADVISORS  
AND  
COACHES**

## **TABLE OF CONTENTS**

<b>1</b>	<b>COVER</b>
<b>2</b>	<b>CONTENTS</b>
<b>3</b>	<b>CONTACTS</b>
<b>4</b>	<b>HOW TO START A CLUB</b>
<b>5</b>	<b>ASB CLUB CHARTER FORM</b>
<b>6</b>	<b>ASB CLUB CONSTITUTION SAMPLE</b>
<b>7</b>	<b>ASB CLUB SAMPLE BUDGET</b>
<b>8</b>	<b>ASB CLUB SAMPLE MINUTES</b>
<b>9</b>	<b>ASB FUNDRAISER INFO</b>
<b>10</b>	<b>ACTIVITY FUNDRAISER REQUEST</b>
<b>11</b>	<b>REVENUE POTENTIAL &amp; RECAP</b>
<b>12</b>	<b>TICKET DISBURSEMENT COPY</b>
<b>13</b>	<b>DEPOSIT INFO</b>
<b>14</b>	<b>DEPOSIT SLIP COPY</b>
<b>15</b>	<b>PURCHASES INFO</b>
<b>16</b>	<b>PURCHASE ORDER/PAYMENT REQUEST COPY</b>
<b>17</b>	<b>SIGNS INFO</b>
<b>18</b>	<b>FAQ'S</b>

# YOUR SCHOOL

TITLE	NAME	PHONE # & EXTENSIONS
PRINCIPAL		
ASST PRINCIPAL		
ASST PRINCIPAL		
ACTIVITIES DIRECTOR		
ATHLETIC DIRECTOR		
ATHLETIC SECRETARY		
ASB ACCT'S TECH		
ASB PRESIDENT		
ASB VICE PRESIDENT		
ASB TREASURER		
ASB SECRETARY		

EMAIL is first initial & last name followed by ?

# ALL ACTIVITIES ARE TO PROMOTE THE GENERAL WELFARE, MORALE, AND EDUCATIONAL EXPERIENCES OF THE STUDENTS

## HOW TO START A CLUB

Any group of students with a common interest may begin a club at Name Here High School.  
The rights and responsibilities of all clubs are...

Each club must have an approved advisor familiar with the procedures of working with the ASB.

Each club must complete and return a new club application to the Student Activities Office.

Each club must have an approved constitution on file with the Student Activities Office.  
(A sample is included in this packet)

Each club may determine their own activities and expend their own funds within the framework of the Associated Student Body Constitution and Policies of the Student Officers.

Each club will conduct their meetings with their advisor present and take and maintain minutes of each meeting.

Establish a budget if any money shall be collected or expended.

All activities and fundraisers must be approved, in advance, by the Student Body Officers.

All money collected from events & fundraisers must be deposited promptly with the ASB.

**You may request a Club Account Report at any time, or request online access to check your account.**

**CLUB CHARTER FORM**  
**\*This form is available as a Google Doc**

CLUB NAME \_\_\_\_\_

ADVISOR \_\_\_\_\_

STUDENT CONTACT \_\_\_\_\_

HOW OFTEN, WHEN AND WHERE DOES YOUR CLUB/ORGANIZATION PLAN TO MEET?

\_\_\_\_\_

WILL DUES BE COLLECTED? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, how much? \$ \_\_\_\_\_ Do you plan on raising and spending funds? \_\_\_\_\_

If yes to either question above please submit and staple a proposed budget for the year to this form.

DESCRIPTION OF CLUB (purpose, meaning, what it represents etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST THREE GOALS YOU HOPE TO ACCOMPLISH AS A CLUB OR ORGANIZATION BY THE END OF THE SCHOOL YEAR (be specific!):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Student Government accepts responsibility for chartering all clubs. Clubs may not be potentially disruptive to the educational process, or present any threat of danger to any member of the school. Clubs membership must be open to the entire student body without discrimination.

This application can be turned in at the Student Activities Center at any time. The application will be reviewed for approval by Student Government at the next ASB meeting. The advisor or student contact will then receive notice from Student Government regarding club approval decision. Clubs may not hold meetings until officially chartered by Student Government. Once officially chartered clubs may hold meetings, and minutes are to be submitted to Student Government following each meeting.

ASSOCIATED STUDENT BODY  
SAMPLE CLUB CONSTITUTION - CLUBS MAY FOLLOW THIS FORMAT

Article 1	<p><b><u>Name:</u></b></p> <p><b><u>Purpose:</u></b></p>
Article 2	<p><b><u>Membership:</u></b> All students enrolled in Alhambra High School are eligible for membership.</p>
Article 3	<p><b><u>Meetings will be held</u></b> (day, time, place):</p>
Article 4	<p>Elected club officers names, and the duties of their offices:</p> <p><b><u>President:</u></b> Preside over meetings; call special meetings; plan and prepare agenda for club meetings.</p> <p><b><u>Vice-president:</u></b> Serve as club president if president becomes unable to fulfill their duties temporarily or permanently; support and assist the club president.</p> <p><b><u>Treasurer:</u></b> Maintain complete and accurate records of all club receipts and disbursements; oversee club fund-raising efforts; supervise preparation of club budget.</p> <p><b><u>Secretary:</u></b> Maintain accurate minutes of club meetings; carry out all correspondence for the club.</p> <p><b><u>Publicity:</u></b> Publicize all club activities.</p> <p><b><u>Other:</u></b></p>
Article 5	<p><b><u>Elections:</u></b> The club will hold elections of officers _____ times a year by secret ballot.</p>
Article 6	<p><b><u>Amendments:</u></b> A two-thirds majority vote of the members in attendance is required to amend this club constitution.</p>
Article 7	<p><b><u>Advisor:</u></b></p>
<p><b><u>Adopted by:</u></b></p>  <p><b><u>Date:</u></b></p>	

**SCHOOL ASB  
PRELIMINARY CLUB BUDGET  
2017-2018**

CLUB NAME  
CLUBS MAY FOLLOW THIS FORMAT

	BEGINNING BALANCE: JULY 1, 2017		0.00
REVENUE			
	CAR WASH	100.00	
	VALENTINE SALES	500.00	
	DONATIONS	350.00	
	SKI TRIP FEES	1000.00	
		TOTAL REVENUE	+1950.00
EXPENSES	CAR WASH SUPPLIES	10.00	
	VALENTINES & STICKERS	150.00	
	SKI TRIP BUS	500.00	
	SKI TRIP LIFT FEES	350.00	
	SKI TRIP LUNCH	200.00	
	YEAR END PARTY	640.00	
		TOTAL EXPENSES	-1850.00
		RESERVE	+100.00

THIS BUDGET SHOULD INCLUDE ALL CURRENTLY PLANNED ACTIVITIES FOR THE SCHOOL YEAR.

PRESIDENT \_\_\_\_\_ ADVISOR \_\_\_\_\_

# HIGH SCHOOL CLUB MEETING MINUTES

CLUB NAME	Mickey Mouse Club
DATE TIME PLACE	January 1, 2017 Lunch Quad
CALL TO ORDER BY	President Mickey Mouse
MINUTES OF __December 1, 2016_____ MEETING WERE READ & APPROVED	
DISCUSSION ITEMS  *ADD ATTACHMENT IF MORE THAN FIVE ITEMS	<ol style="list-style-type: none"> <li>1. Disneyland Trip</li> <li>2. Cheese fundraiser for trip and movie</li> <li>3. New movie</li> <li>4.</li> <li>5.</li> </ol>
ACTION ITEMS  *ADD ATTACHMENT IF MORE THAN FIVE ITEMS	<ol style="list-style-type: none"> <li>1. Purchase cheese and fruit for fundraiser for \$200.00</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
MOTION BY	<ol style="list-style-type: none"> <li>1. Donald Duck</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
SECOND BY	<ol style="list-style-type: none"> <li>1. Goofy</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
VOTE COUNT	FOR AGAINST ABSTAIN
MINUTES PREPARED BY	Minnie Mouse
CLUB OFFICER SIGNATURE/DATE	Mickey Mouse and Donald Duck
CLUB ADVISOR SIGNATURE/DATE	Walt Disney
ATTENDEES*  *ADD ATTACHMENT IF NEEDED	Mickey Mouse, Minnie Mouse, Donald Duck, Daisy Duck, Goofy, Pluto, Huey, Dewey, Louie, Chip and Dale



# **FUNDRAISERS**

**ALL FUNDRAISERS MUST BE APPROVED** BY THE STUDENT ACTIVITIES COUNCIL TO ENSURE THEY ARE APPROPRIATE, PREVENT CONFLICTING EVENTS, AND ENSURE THAT THE NECESSARY PAPER TRAIL IS KEPT TO PROTECT ALL PARTIES INVOLVED IN THE FUNDRAISER. FORMS ARE AVAILABLE AT THE ASB STUDENT ACTIVITIES CENTER AND MAY BE RETURNED THERE FOR APPROVAL. FORMS WILL BE RETURNED TO YOU AND YOUR ACTIVITY ADDED TO THE ASB ACTIVITIES MASTER CALENDAR AFTER APPROVAL.

FUNDRAISERS ARE SCHEDULED ON A FIRST COME FIRST SERVED BASIS AND MAY RUN NO LONGER THAN TWO WEEKS AT A TIME.

ALL MONIES RAISED MUST BE TURNED IN TO ASB CLERK PROMPTLY WITH SIGNED AND TOTALED DEPOSIT SLIP.

ALL DEPOSIT SLIPS MUST HAVE SIGNATURES OF TWO CASH COUNTERS.

NO REIMBURSEMENTS MAY BE MADE FROM FUNDRAISING CASH.

FUNDRAISERS MUST NOT CONFLICT WITH EDUCATIONAL PROGRAM OR DISTRICT OPERATIONS.

FUNDRAISERS ARE HELD FOR GENERAL STUDENT BODY, NOT FOR SPECIFIC STUDENTS.

STUDENTS MAY NOT BE EXCLUDED FROM ANY ACTIVITY BECAUSE THEY DID NOT PARTICIPATE IN THE FUNDRAISER.

## **SAMPLES**

### **ALLOWABLE FUNDRAISERS**

STUDENT BODY CARDS

ATHLETIC EVENTS

CONCESSION SALES

ENTERTAINMENT

ADVERTISEMENTS

PUBLICATIONS

STUDENT STORES

FOOD SALES

(RESTRICTIONS APPLY)

### **DISALLOWABLE FUNDRAISERS**

RAFFLES (ILLEGAL)

MECHANICAL/ANIMAL RIDES

DARTS/ARROWS/ OBJECTS

THROWN AT LIVE TARGET

USE OF WATER TANKS

DESTRUCTION OF ITEMS

TRAMPOLINES

RENTAL OF DISTRICT OWNED

EQUIPMENT OR FACILITIES TO OUTSIDE GROUPS

## **GAMES/MATCHES/MEETS**

\*PRENUMBERED TICKETS WILL BE ISSUED AND USED FOR **ALL** EVENTS WHERE ADMISSION WILL BE CHARGED **INCLUDING TOURNAMENTS.**

(ALL-TOURNAMENT PASSES MAY BE ISSUED BUT MUST BE PRE-NUMBERED)

## **STUDENT DONATIONS ARE VOLUNTARY**

NO STUDENT MAY BE REFUSED A SPOT ON A TEAM, OR DENIED ACCESS TO A PROJECT OR ACTIVITY, OR HAVE THEIR GRADE INFLUENCED BY LACK OF PAYMENT OF ANY FEES REQUESTED

**ACTIVITY/FUNDRAISER REQUEST  
HOW TO RUN A SUCCESSFUL FUNDRAISER**

1. Brainstorm possible fundraising ideas with your team or club and decide on one.
2. Check the master fundraising calendar to see if your desired date is available.
3. If selling something, contact vendor and get a written cost estimate of the product.
4. Submit completed Fundraiser/Activity Request Application to the ASB office.
5. Once fundraiser is approved you will receive your Application back.
6. Submit completed Purchase Order request to the ASB office and receive Purchase order before ordering or purchasing product.
7. Do not hold on to cash!!! Even if your fundraiser is not over bring cash daily to the ASB office to be locked up in the safe.  
Once your fundraiser is over you can process all your money at once and make one deposit.
8. After fundraiser completion evaluate the activity with the Revenue Potential and Fundraising Recap form.

THE ACTIVITY COMPLETE THIS

**FUNDRAISER REQUEST APPLICATION & REVENUE POTENTIAL WORKSHEET**

Club/Team/Organization \_\_\_\_\_ Date request submitted \_\_\_\_\_

Event/Activity/Fundraiser \_\_\_\_\_ Location \_\_\_\_\_ Date/s of Event \_\_\_\_\_

Student in charge (print) \_\_\_\_\_ Contact phone # \_\_\_\_\_

Advisor/Coach in charge (print) \_\_\_\_\_ Contact phone # \_\_\_\_\_

Purpose of fundraiser (money for field trip, uniforms, equipment etc.) \_\_\_\_\_

Student signature _____			Advisor/Coach Signature _____
QTY	ITEM	SELLING PRICE	GROSS SALES POTENTIAL
QTY	ITEM	COST	TOTAL EXPENSE
PROPOSED PROFIT *Unit difference is cost subtracted from selling price. *Total potential profit (1) is total expense subtracted from gross sales potential.		UNIT DIFFERENCE	TOTAL POTENTIAL PROFIT

Please attach any more information you have available.

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason if denied \_\_\_\_\_

ASB Approval \_\_\_\_\_

Activities Director \_\_\_\_\_

Slated on Calendar \_\_\_\_\_

## FUNDRAISING RECAP

ORGANIZATION: \_\_\_\_\_ EVENT: \_\_\_\_\_

THE ACTIVITY COMPLETE THIS

DATE

QTY SOLD	ITEM	PRICE	ACTUAL INCOME TOTAL

### COMPARE GROSS SALES POTENTIAL AND ACTUAL INCOME

POTENTIAL 1. \$ \_\_\_\_\_ - ACTUAL 2. \$ \_\_\_\_\_ = DIFFERENCE \$ \_\_\_\_\_

### RECAP

ACTUAL INCOME \$ \_\_\_\_\_ - EXPENSES \$ \_\_\_\_\_ = PROFIT \$ \_\_\_\_\_

(Example: Did any items go unsold? If so return to advisor. Did any items get lost, stolen or ruined? If so, explain here:

# TICKET DISBURSEMENT

TEAM/CLUB \_\_\_\_\_ ADVISOR/COACH \_\_\_\_\_  
 EVENT \_\_\_\_\_ DATE \_\_\_\_\_

ATTENDEES	ADULTS	STUDENT WITH ASB SR CITIZENS	STUDENT WITH ASB UNDER JR HIGH
TICKET COLOR			NO TICKETS
TICKET PRICE			FREE
LAST # IN ROLL			
END # (after sales)			
START #			
TICKET SALES TOTAL (subtract start# from end #)			
TOTAL SALES (price x tickets sold)			

x	100's	= \$		x	100's	= \$	
x	50's	= \$		x	50's	= \$	
x	20's	= \$		x	20's	= \$	
x	10's	= \$		x	10's	= \$	
x	5's	= \$		x	5's	= \$	
x	1's	= \$		x	1's	= \$	
	COINS	= \$			COINS	= \$	
START UP CASH			\$	END CASH BOX			\$

TOTAL MONIES IN CASH BOX

\$ \_\_\_\_\_

LESS CASH BOX STARTUP      \$ \_\_\_\_\_  
**TOTAL DEPOSITED**

\$ \_\_\_\_\_

TOTAL OF **ALL** TICKETS SOLD      \$ \_\_\_\_\_  
 Overage/Underage      \$ \_\_\_\_\_

TICKETS ISSUED TO: \_\_\_\_\_ TICKETS ISSUED BY: \_\_\_\_\_

TICKET SELLERS: \_\_\_\_\_ CASH COUNT BY: \_\_\_\_\_

RETURNED TO ASB ON: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

## DEPOSITS

**ALL** FUNDS RAISED NEED TO BE DEPOSITED you're your ASB account PROMPTLY.

- **NO** REIMBURSEMENTS ARE TO BE MADE FROM FUNDS RAISED.(ILLEGAL)
- **NO** SUPPLIES ARE TO BE REPLENISHED WITH FUNDS RAISED.(ILLEGAL)
- 2 CLUB/TEAM MEMBERS MUST COUNT FUNDS AND SIGN DEPOSIT SLIP.

PLEASE MAKE DEPOSITS EARLY IN THE DAY SO THAT MONEY MAY BE PREPARED FOR THE BANK AND DEPOSITED THERE. DEPOSITS MADE LATE IN THE DAY WILL BE STORED IN SAFE OVERNIGHT.

DO NOT STORE MONEY IN YOUR CLASSROOM OVERNIGHT.

Do not mix money from different events in the same deposit. I.E. money collected from a pancake breakfast can not be mixed with team shirt sales.

PLEASE FACE UP AND BAND ALL BILLS BY THE FOLLOWING:

1'S X 25

5'S X 20

10'S X 20

20'S X 25

PLEASE SEPARATE COINS IN ZIPLOC BAGGIES BY TYPE.

YOU WILL RECEIVE A NUMBERED COPY OF YOUR DEPOSIT SLIP AFTER PROCESSING.



## PURCHASES WITH STUDENT BODY FUNDS

### **\*REMINDER!!! ALL PURCHASES MUST BE PRE-APPROVED**

A COPY OF CLUB MINUTES APPROVING PURCHASE MUST BE INCLUDED WITH ALL PURCHASE ORDER REQUESTS. (PREPRINTED ON BACK OF PO)

- A PURCHASE ORDER MUST BE ISSUED FOR ALL PURCHASES.
- GET PRE-APPROVAL BY OBTAINING A PURCHASE ORDER IF YOU WANT TO BE REIMBURSED.

ALL REQUESTS FOR PAYMENT OR REIMBURSEMENT MUST BE ACCOMPANIED BY ORIGINAL INVOICE OR RECEIPT.

- **NO REIMBURSEMENTS** ARE TO BE MADE OUT OF CASH BOXES.
- SERVICES PROVIDED BY A REGULAR EMPLOYEE OF MUSD MUST BE PAID THROUGH MUSD. SEE ACCT CLERK FOR HOW TO PROCESS.

PURCHASE ORDER AND PAYMENT REQUESTS WILL BE APPROVED AT ASB FINANCIAL MEETINGS HELD WEEKLY.

SUBMIT SIGNED INVOICE, PACKING SLIP, AND ANY OTHER DOCUMENTATION OF PURCHASE TO ASB OFFICE FOR PAYMENT WHEN YOUR PURCHASE OR ORDER IS COMPLETE.

### **SAMPLE OF ALLOWABLE EXPENSES/PURCHASES**

- MAGAZINE AND NEWSPAPER SUBSCRIPTIONS FOR STUDENT USE
- PLAYGROUND EQUIPMENT, OUTDOOR FURNITURE
- AWARDS AND CERTIFICATES
- LIBRARY BOOKS (NOT TEXTS)
- EQUIPMENT THAT IS NOT NORMALLY PROVIDED BY THE SCHOOL
- TELESCOPES, AQUARIUMS
- FIELD TRIPS AND CAMPS
- AUDIOVISUAL EQUIPMENT AND SOFTWARE
- CHOIR ROBES, UNIFORMS
- ENTERTAINMENT AND REFRESHMENTS FOR STUDENTS
- FILM AND DEVELOPING
- ID EQUIPMENT
- MUSICAL INSTRUMENTS
- OFFICE SUPPLIES FOR STUDENT BODY ACTIVITIES
- PLANTS FOR INTERIOR/EXTERIOR USE
- PICTURES/ART/PHOTOGRAPHS
- HOSPITALITY (STRINGENT LIMITS, ASK FIRST TO BE SURE)
- SECURITY AND SUPERVISION FOR STUDENT BODY EVENTS
- CLEANING AND REPAIR OF ASB OWNED ITEMS
- SPORTS TRAINER
- CLINICIANS

### **SAMPLE OF PROHIBITED EXPENSES/PURCHASES**

- CURRICULAR MATERIALS & OTHER SUPPLIES THAT ARE THE RESPONSIBILITY OF THE DISTRICT
- REPAIR, CLEANING OR MAINTENANCE OF DISTRICT-OWNED EQUIPMENT OR BUILDINGS
- ARTICLES FOR THE PERSONAL USE OF DISTRICT EMPLOYEES
- EXPENSES/REFRESHMENTS FOR STAFF MEETINGS
- EXPENSES FOR PTSA, BOOSTERS ETC
- SALARIES OF DISTRICT EMPLOYEES
- MEALS OR REFRESHMENTS FOR EMPLOYEES ON AN ONGOING BASIS
- AWARDS TO DISTRICT EMPLOYEES (ABOVE MINIMAL/TOKEN LEVEL)
- LOANS TO OUTSIDE ORGANIZATIONS (OK TO LOAN TO ASB CLUBS WITH PLAN IN PLACE)

**ALHAMBRA HIGH SCHOOL STUDENT BODY  
REQUEST FOR PURCHASE ORDER OR PAYMENT  
(Typically Printed in Landscape Format)**

Pre-approval is required for ALL purchases. ASB is not responsible for unapproved purchases and there is no guarantee of payment or reimbursement without prior approval.

**\*Incomplete requests will be returned causing possible delay in processing\***

Complete this request and return to ASB Office for approval at weekly ASB Financial Approval Council meeting. Attach any supporting documentation of purchase, including minutes showing club/team approval of this purchase. Following approval you will receive a numbered Purchase Order to provide to your vendor authorizing this purchase.

After purchase is complete and all merchandise is received as ordered submit signed invoice or original receipts and all supporting documentation like packing slips, credit card statement for payment to ASB Office.

CLUB/TEAM	ADVISOR	OFFICER/CAPTAIN	PURPOSE	DATE	ACCOUNT BALANCE

PO #	VENDOR/PAYEE	ORDER#INVOICE# RECEIPTS	AMOUNT TO ENCUMBER	AMOUNT TO PAY	DATE PAID	CHECK #

**FOR ASB FINANCE MEETING APPROVAL ONLY**

ASB TREASURER \_\_\_\_\_ ASB REPRESENTATIVE \_\_\_\_\_

ACTIVITIES DIRECTOR \_\_\_\_\_ ADMINISTRATOR \_\_\_\_\_



## SIGNS - POSTERS - BANNERS

- ALL SIGNS MUST BE POSTED USING BLUE PAINTER'S TAPE ONLY
- SIGNS MAY NOT HAVE ANY REFERENCE TO SEX, DRUGS, ALCOHOL, WEAPONS OR VIOLENCE.
- SIGNS THAT INSITE STUDENTS TO CREATE A CLEAR AND PRESENT DANGER, TO COMMIT UNLAWFUL ACTS, TO VIOLATE LAWFUL SCHOOL REGULATIONS, OR TH DISRUPT THE ORDERLY OPERATION OF THE SCHOOL ARE NOT PERMITTED.
- SIGNS THAT ARE OFFENSIVE, OBSCENE, LIBELOUS OR SLANDEROUS ARE NOT PERMITTED.
- NO PERSONAL ADVERTISEMENTS AND/OR SIGNS FROM BUSINESSES OR RELIGIOUS ORGANIZATIONS ARE PERMITTED.
- PERSONAL SIGNS ARE NOT PERMITTED. (BIRTHDAY ETC.)
- ALL SIGNS MUST HAVE CORRECT GRAMMAR, SPELLING AND BE LEGIBLE.
- SIGNS PROMOTING ANY SCHOOL SPONSORED ACTIVITY MUST INDICATE TIME AND PLACE OF EVENT, COST (IF APPLICABLE) AND SPONSORSHIP.
- ALL SIGNS MUST BE PRE-APPROVED AND INITIALED BY ACTIVITIES DIRECTOR OR ASSISTANT PRINCIPAL.
- SIGNS MUST BE REMOVED IMMEDIATELY FOLLOWING YOUR EVENT.
- ALL SIGNS POSTED WITHOUT APPROVAL WILL BE REMOVED.

# FAQ's

## Why was my activity or fundraiser request denied?

Another club may have completed and turned in their request first.

Did you fill out the request completely and remember all the required signatures?

Do you have enough money in your account?

Did you remember to deposit all money collected?

## How long will it take to get my purchase order approved?

The ASB Finance Council meets weekly on Wednesday 6th period. Turn in your completed paperwork by lunch on Tuesday to guarantee inclusion in that week's approval.

## How long will it take for my purchase order to be paid?

Approved purchase orders are paid as soon as the original invoice is received marked "OK TO PAY" with the advisor's signature and date. If there are any problems with your order be sure to let the student body office know immediately so that payment can be delayed until you are satisfied with your purchase.

## I paid for something on my VISA, how long until I get paid back?

**GET PURCHASE APPROVED BEFORE YOU BUY!**

You must follow the same purchase order procedure for reimbursements, you will be the vendor. After approval and purchase just submit your original receipts. It typically takes 1-2 days for checks to be prepared and receive the appropriate signatures. **Remember: without prior approval for your purchase order there is no guarantee that you will be reimbursed for money you have spent and you will have to wait for the approval before checks can be written.**