



MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL

ASB Leadership with Pride, Spirit, Respect and Tolerance

STUDENT BODY CLUB GUIDELINES

The following guidelines must be met **BEFORE** any purchases, reimbursements or fundraising are processed.

PURCHASING GUIDELINES **MUST BE COMPLETED BEFORE ANY PURCHASES ARE MADE.**

- ✓ Complete a ASB FUNDS APPROVAL FORM (*with all required signatures*)
- ✓ Turn in request to Student Body Advisor or Ms. Aguilar (by no later than Tuesdays 3:00 pm) for approval consideration by Student Body and to have requests documented in ASB minutes.
- ✓ Check with Account Clerk (Ms. Aguilar) or Student Body Advisor for motion results on request.
- ✓ All invoices received must be turned in IMMEDIATELY to the Account Clerk for prompt payment **together with** approved paper work.
- ✓ Any purchase over \$1000.00 must be approved by the District Director of Accounting.

Any invoice or reimbursement **without** approved paperwork **WILL NOT BE PAID**, until all required signatures, minutes and paperwork is processed and may result in a delay of payment.

FUNDRAISING GUIDELINES: **MUST BE COMPLETED BEFORE ANY FUNDRAISER CAN BE HELD.**

- ✓ Complete a Fundraiser Approval form.(with all required signatures)
- ✓ Turn in request to Student Body Advisor or ASB account clerk for approval consideration by Student Body and request is documented in ASB minutes.
- ✓ Check with Account Clerk or Student Body Advisor for motion results on request.
- ✓ If items will be sold by Account Clerk, the Club advisor **MUST** set up a schedule for selling the item and setting the price for the item with the Account clerk.
- ✓ All fundraising money **MUST** be properly counted and confirmed by the Club Advisor and documented with Coin & Currency Count Sheet .
- ✓ **All fundraisers are CASH ONLY**, the only checks accepted are from school staff.

REIMBURSEMENT GUIDELINES **MUST: BE COMPLETED BEFORE ANY PURCHASE CAN BE MADE.**

- ✓ Complete a Request to Reimburse Form
- ✓ Turn in request to Student Body Advisor for purchase to be documented in Student Body minutes.
- ✓ Turn in original receipts to Account clerk with your name written across and the purpose of purchase.
- ✓ It takes about 2 weeks for a reimbursement check to be processed and mailed to the school site from the district ASB account office.

THE ABOVE GUIDELINES MUST BE FOLLOWED IN ORDER TO MAINTAIN THE ASB POLICIES MANDATED BY THE STATE OF CALIFORNIA.

VENDORS:

Please check with the ASB account clerk to ensure any purchases made through any vendors are listed in the **SAUSD APPROVED** vendor's list. If the vendor is not on the approved list, they must provide a W-9 form to the ASB account clerk to be placed on the districts vendor list.