

Checklist for Spending Money from your ASB Account

IMPORTANT REMINDERS:

- **ALL PURCHASES REQUIRE PRIOR APPROVAL**
- **PURCHASES MADE WITHOUT A PURCHASE REQUISITION WILL NOT BE REIMBURSED**
- **QUESTIONS: Contact Shez Sirimanne (x 2760) or Jolene Clark (x 2713).**

Step One: Before you begin the requisition process:

- **Decide with your team/organization** how you would like to spend student funds. Students must be involved in how their funds are disbursed! ***Turn in minutes!!***
- Obtain a **quote/estimate** from your vendor.
- Obtain the **Purchase Order Requisition Form from Self-Help File, Jolene or ASB**

Step Two: Complete the Purchase Order Requisition Form

- Obtain club advisor's/coach's signature
- Obtain club/sport/organization student representative signature
- Attach quotes/estimates and any other important documentation.

Step Three: Submit the completed Purchase Order Requisition Form to Finance Office

- Turn in form directly to Jolene Clark in the Finance Office no later than ***Wednesday at 2:45 PM*** in order to be approved at the weekly ASB Business Meeting.
 - ✓ Jolene will confirm that funds are available and submit to ASB
 - *Loans/Transfers are available under special circumstances, i.e. fundraising is being conducted, students will pay for items.*
 - *Your P.O. may still be approved, but money will not be dispersed until proper funds have been deposited.*
 - ***DO NOT PLACE AN ORDER IF YOUR P.O. IS "PENDING"***
 - ✓ ASB Council meets for weekly business meeting on Thursdays during 4th period

Step Four: Await approval & place your order

- If approved, you will receive an **Official Purchase Order** in your box
 - ✓ Proceed with order
 - ✓ Provide your vendor with the printed Purchase Order number and/or the hard copy of the P.O.
 - ✓ *If your order is "pending," the P.O. will be placed in your box **once funds have been deposited.***
- Don't forget to keep a copy of all documentation for your records!

Step Five: Verify order & disburse payment

- **Receive/Verify order**
 - ✓ Check your order against the packing slip/invoice you received from the company
 - ✓ Sign the packing slip/invoice if everything is correct
 - ✓ If there are errors, contact the vendor
- See Jolene to file a **Disbursement Order**