ASB warrant requests are available to school ASBs for circumstances where a purchase order is not required and purchasing cards are not accepted. These circumstances are limited to establishing change funds, issuing student travel advances, and paying entry fees.

**Requesting an ASB Warrant:**
Requests must be submitted on a Request To Purchase Form, a Change Fund Authorization Form, or an Advance Travel Request Form. The forms must indicate the vendor name and address, account code to be charged, have required signatures, and note any special requirements such as requested check date. If applicable a copy of the invoice or registration form must be included with the warrant request.

**Change Funds:**
Change funds are issued for specific dollar amounts for the purpose of making change during an event or in operation of a student store. Change funds must be maintained in tact until the event is over or the school year has ended. Change funds must be established through the change fund request process below. Change funds must not be created by holding back event receipts. No expenses may ever be paid from event receipts.

**Establishing Change Funds:**
A completed Change Fund Authorization Form shall be submitted to Accounting. Accounting will issue a warrant payable to the school bookkeeper or designated staff and send to the school via intra-district mail. The warrant payee will cash the check at their regular bank branch.

Change funds can be established annually (POS stations, student stores, etc.); by season (basketball, wrestling, etc.); or for each event (football). Warrants will be issued for the Monday prior to the requested date.

For change funds required for each event, the bookkeeper will provide Accounting with a schedule of change fund requirements in advance and separate checks will be issued and sent to the site to be held until needed.

Change funds are closed by the Bookkeeper by receipting into their POS and including with regular bank account deposit. The cash receipt should be credited to the school’s change fund account, LL1200.2. In the case of Pop Keeney games, the change fund will be deposited with the gate receipts. The cash receipt should be credited to LL1200.2 for the change fund portion only and the balance to the gate receipts account.
**Student Meal Advances:**
Fax or email the completed Student Advance Travel Request Form to Accounting. Be sure to indicate the date the advance is needed. Accounting will issue a warrant to the advisor the Monday prior to the requested by date and send to the school through intra-district mail. If the request is not received in time for the normal process, a revolving fund check can be issued the same day and the advisor can pick up the check in the Accounting Office.

After the trip, the bookkeeper should receive all receipts from the advisor and reconcile to the amount advanced. This reconciliation should be done on the Advance Travel Request Form. Any unspent balance should be received and the receipt attached to the Advance Travel Request Form. For warrants processed by Accounting, send original paperwork with receipts to Accounting via intra-district mail. Accounting will file with original warrant issue documentation.

**Entry Fees:**
For the purposes of this section, entry fees are defined as entry fees for ASB clubs, activities, athletics to attend competitions (Math Olympiad, track meets, FBLA competitions, etc.). Entry fees should be paid by purchasing card or Purchase Order if accepted. Otherwise, entry fees can be directly paid in the Accounting Department. Send the completed Request for Purchase Form with supporting documentation. Indicate required check date.

Accounting will issue a warrant and mail to the vendor. Warrants are issued every Monday.

**When ASB Warrant Requests cannot be used:**
Warrants cannot be used when hiring someone to provide a service such as a speaker or DJ for a dance, for the rental or use of a facility or park, or to rent equipment. These types of purchases must occur with a purchase order unless prior approval has been given by the Purchasing Manager to use a district credit card. Please allow enough time for the Purchasing Manager to review the accompanying documents/contracts/terms and conditions before the event or need for the equipment. Please contact the Purchasing Department (7651) if you have questions or would like clarification.

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