

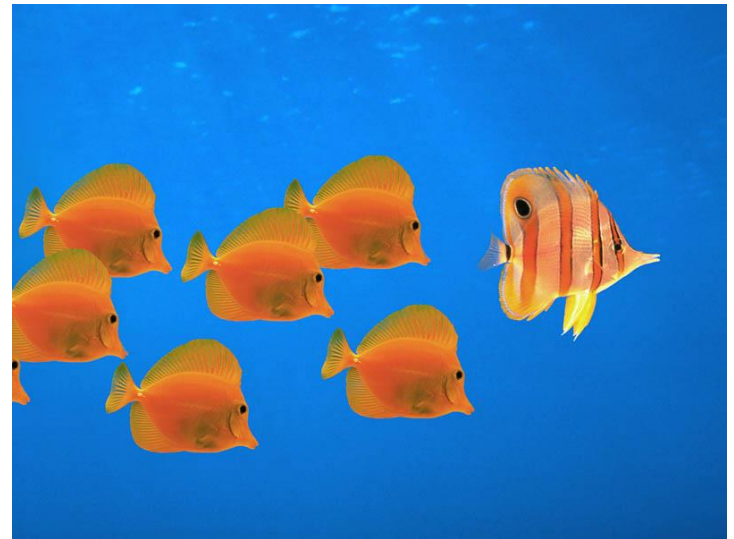


# Financial Procedures

How to get paid and pay other people.

# PLAN AHEAD

- You must have a club charter(even for sports) and Purchase Order approved first.
1. Fill out P.O. Form and submit with minutes.
  2. Wait for Student Council approval (PO with # will be returned back to you)
  3. **THEN** spend
  4. Save receipt
  5. Submit receipt (sign & date)



# Ordering from a Vendor

- **Request a “quote” and w-9 from the vendor.**
- **Fill out a PO Form with Minutes.**
- **Make a copy of the quote for yourself.**
- **When you get the PO number, you can make the order-not before!**
- **Vendor will send an invoice.**
- **Banker will pay on invoice, NOT QUOTE.**



# Invoices

- Review your invoice.
- Make sure all items are received.
- If not, **DON'T SIGN**. Tell banker you haven't received goods.
- If yes, write "ok to pay", then date and sign
- Return to banker.
- Banker will pay vendor.



# Buying with your own money

- Fill out the PO Form first with minutes. You are the vendor.
- Estimate the amount you will spend
- Get approval from Student Council before you spend
- Approval means you have received a signed copy of the PO with a number
- Spend and **SAVE THE RECEIPT**
- Submit signed receipt with the PO # written on receipt to banker
- You will be reimbursed

**FAST!!**



# PO rules to follow

- Purchases need an approved PO prior to buying anything.
- One late PO per year; trust account will be charged \$25 for all subsequent late PO's.
- **Gift cards are not an allowable purchase.** You will not be reimbursed if you buy gift cards for any reason.



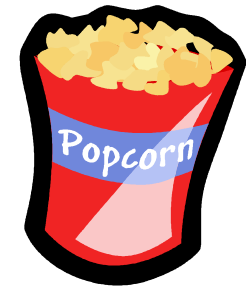
# Fundraising

- You need
  - Verify date on calendar in the activities office
  - Activity Request Form request (due two weeks prior to the event)
  - Minutes of the club meeting
  - P.O. to person/vendor purchasing the items
- Submit to the banker
- Wait for approval of fundraiser



# What and when can I sell?

- Sales dates depend on the item.
- You can sell approved food items.
- Non-food items are open and subject to approval.





# Now you have \$\$

## DON'T KEEP IT IN YOUR DESK!!

- Once approved, request a COLLECTION SHEET from banker.
- Keep track of collections by date and student. Cash is preferred but if checks are necessary, they need to be made out to **Lakewood High School**
- Turn in money frequently; then continue collecting on the same collection sheet.
- Receipt books are also available in order to give student a receipt.
- OR...have the students pay the Banker directly. She can put the item on the web store as well.
- **The banker does not give out change to students (ex: Ms. Banker, can you break a \$20? No); if you need change for your collections, see the banker ahead of time.**



# I said...

## DON'T KEEP IT IN YOUR DESK!!



- If you hold money in your car, house, desk, briefcase, pocket, or sock YOU ARE RESPONSIBLE TO THE CLUB FOR THE MONEY.
- Best place is in an envelope in the DROP SAFE.

# Where do I get my account # ?

- Account numbers are 6 digit numbers like 3460-85.
- If you forget, then ask!
- All club/team advisors have access to ASB Works to check account balances; see banker for login information.



Bedankt

Obrigado!

شكراً

Hvala

תודה

THANK YOU

Teşekkürler

Vielen Dank

ขอบคุณ

Díky

Grazie

Gracias

Köszönettel

Merci