STANDARD OPERATING PROCEDURE **SOP Number: 002**

Title: P.O's, Imprest Checks, Visa Purchase

Purpose

The purpose of the SOP is to allow clubs to withdraw funds for their clubs benefit in a correct and orderly fashion.

Responsibilities & Source Documents

The Student Council; and Accounts Payable Department will maintain and update this procedure. Source documents that authorize the change or addition to a vendor include and are limited to ASB and Student Council.

Specific Procedure

A. All requests start with a requisition form
B. Fill out appropriate forms accurately
C. Turn copy into Activities Director for Student Council approval
D. All paperwork must be turned in and approved before purchases are made
E. If a credit card is checked out it must be checked back in with receipts attached at the district office
F. When purchases are delivered packing slips but be turned in to ASB Bookkeeper
G. If impressed checks are being used, they must be through an authorized vendor with invoice and/or receipts attached. If vendor is not on-file, a W-9 needs to be obtained. W-9 is summited to ASB Bookkeeper
H. Lost or unattached credit card receipt means that the purchaser will be responsible for expenses
I. If funds are used for fraudulent purposes, purchasing privileges will be revoked
J. If form is not accurately filled out and submitted, reimbursement and ordering may be delayed

Forms/Templates To Be Used

- Requisition Forms
- Imprest Check Request
- Visa Purchase Form
- W-9 for new vendors