



## Elementary School Student Council Reference Guide

ASB SACS Coding	Fund	School	Resource	PY	Goal	Function	Object
	01	XXX	0064	0	1156	4900	XXXX

### Timesheets:

1. Attach the ASB meeting minutes to timesheet
2. Submit the ASB-coded timesheet (account string above) & ASB minutes to the appropriate Payroll Technician

### Vendor Purchases:

1. Enter a Purchase Requisition (PR) into the Galaxy Purchasing System (account string above)
2. Scan & email the following documents to the ASB Accountant, Courtney Fingerlin ([cfingerlin@tvusd.k12.ca.us](mailto:cfingerlin@tvusd.k12.ca.us)):
  - a. ASB Meeting Minutes
  - b. ASB Check Request
  - c. Copy of quote/invoice
3. Send the original copies of the Student Council Minutes & ASB Check Request to the Fiscal Services Department

Requirements for Payment Issuance	
Product Invoices	Service Invoices
<ul style="list-style-type: none"> <li>Product received</li> <li>Submit to Buyer/Accounts Payable: Receiving documentation (packing slips) <b>OR</b> Receiver signature on invoice</li> </ul>	<ul style="list-style-type: none"> <li>Services rendered</li> <li>Submit to Buyer/Accounts Payable: Contract, Rate sheet, <b>AND</b> Admin signature on invoice</li> </ul>

### Field Trips:

1. Collect all documents required to schedule a field trip (*See TVUSD BP 6153 & AR 6153*)
2. On Form 6153 e- A, Field Trip Approval Request, write the ASB account string for the Funding Source
3. Submit all required field trip documents outlined in BP 6153 & AR 6153, as follows:
  - a. **Same-Day Trips:**
    - i. Enter trip request in TransTraks system: <http://triprequest.transtaks.com>
    - ii. Scan & email the following documents to the ASB Accountant, Courtney Fingerlin ([cfingerlin@tvusd.k12.ca.us](mailto:cfingerlin@tvusd.k12.ca.us)):
      1. ASB Meeting Minutes
      2. ASB Check Request
      3. "TransTraks - Trip Review" print out
    - iii. Retain original field trip request on-site
  - b. **Overnight Trips:** send original documents to the Assistant Superintendent of ESS to obtain Board approval. Requests must be submitted at least one (1) month prior to the trip.

Type	Processed By/Through	Required Documents	
<b>Time Sheets</b>	Payroll	<ul style="list-style-type: none"> <li>ASB Check Request</li> <li>Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Time Sheet</li> </ul>
<b>Vendor Purchases</b>	Galaxy PR Module	<ul style="list-style-type: none"> <li>ASB Check Request</li> <li>Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Quote, Contract, Order Info, etc.</li> <li>Invoice to pay Vendor</li> </ul>
<b>Field Trips</b>	Transportation	<ul style="list-style-type: none"> <li>ASB Check Request</li> <li>Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Field Trip Request</li> <li>TransTraks Trip Confirmation</li> </ul>
<b>Employee Reimbursement</b>	Jean Clement	<ul style="list-style-type: none"> <li>ASB Check Request</li> <li>Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Original Receipt</li> </ul>