

I want to open my account for the school year...what do I need to do?

- Complete annual budget
- Present to class/club/team
- Students vote to approve
- Student member signature on approved budget
- Turn in to ASB advisor
- Check with Mrs. Fales for account status and current account balance

I want to hold a fundraiser...what do I need to do?

- Updated approved budget on file
- Complete fundraiser request
- Submit to ASB
- Wait for Approval (Copy of request will be returned marked approved/not approved)
- See Mrs. Fales for receipt book or tally sheet to record income

I had my fundraiser.....what do I need to do?

- Deposit \$ with Mrs. Fales
 - o Include all receipts/tally sheets
 - o Photocopy and include all checks included in deposit
 - o Include copy of approved fundraiser request with completed Post-Fundraiser Actuals and Explanation of Actuals

I want to be reimbursed for a purchase...what do I need to do?

- Updated approved budget on file
- Complete pre-approved expense form
- Receipts/invoices/documentation to verify purchase
- See Mrs. Fales to complete reimbursement request