ASB PURCHASING

Forms Needed: ASB Purchase Order Request with minutes
ASB Fund P-Card Transaction Form with minutes

ALL CLUBS/TEAMS ARE RESPONSIBLE FOR KEEPING ORIGINALS OF THEIR MINUTES IN THEIR NOTEBOOKS * ONLY COPIES SHOULD BE SUBMITTED WITH PAPERWORK**

Instructions: First off, there must be enough funds (cash in the bank) and budget (previously planned to spend) to cover how much your club/team plans to spend.

1. ASB Fund Balance reports are uploaded almost every week to this folder showing how much funds your club/team has.
2. Budgets are located in your club/team folder. It's up to you to request additional budget if you plan on spending more than what you have listed in your current year's budget. Contact the bookkeeper to find out how to do this.

Use one of these methods to spend ASB funds:

3. Complete and submit an ASB Purchase Order Request with minutes to place an order with a district approved vendor.
    a. Must have minutes approving to **SPEND** funds.
    b. Must include a list of students (first and last names) who voted on the motions.
    c. Be sure to have a student leader of your club/team and the advisor/coach sign the minutes.
    d. After the PO request is approved, an electronic copy will be sent to you and the vendor.
    e. If you are using a vendor that has not yet been approved by the district, the bookkeeper will let you know and send you instructions on how to get the vendor approved.
    f. Signed receiving/packing slips must be given to the bookkeeper for invoices to get paid from the purchase order.
4. Complete and submit an ASB Fund P-Card Transaction Form with minutes to check out a procurement card, which can be used for online, phone, or in person purchases.
    a. Minutes approving how much that will be spent at the maximum must be submitted at the time of checking out the p-card.
    b. P-cards must be checked out and returned in as short a time as possible as there are only a few cards for all clubs/teams to use.
    c. Detailed receipts must be included – not just a credit card slip with only the total charged.