

Natomas Unified School District

UNORGANIZED ASSOCIATED STUDENT BODY (ELEMENTARY & K-8 SCHOOLS)

STANDARD OPERATING PROCEDURES

Natomas Unified School District
Connecting students to their future

Updated April 2025

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Introduction

The Board of Trustees recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the district and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body. [BP 3452 (a)]

The purpose of the Standard Operating Procedures (SOP) is to:

- Give guidance to staff involved with associated student body
- Ensure student funds are adequately protected and appropriately spent, by providing pertinent information on procedures, processing and timelines for all aspect of ASB for Elementary Schools within the Natomas Unified School District.

In elementary schools, the ASB organization is called unorganized because, as a rule, the students do not govern the ASB organization. Usually there is only the primary student body organization and no additional clubs. K-8 schools are also considered to have unorganized ASBs.

Although students in unorganized ASBs raise funds, they usually have more limited involvement in making decisions about the fund-raising events and how the funds are to be spent. The Governing Board delegates the authority to oversee the raising and spending of funds to the site administrator.

FCMAT provides an interactive ASB Desk Reference which may also help to answer questions in many areas concerning ASBs, including laws, accounting, purchasing, student stores, vending machines, food sales, clubs, internal controls and overall roles and responsibilities.

Any questions about the SOP contained in this manual should be directed to the Accounting Technician III in the Financial Services Department.

Sources of ASB Funds

Although ASB organizations may receive some donations, the primary revenue source for ASB is fund-raising events. Elementary schools usually hold traditional fund-raising events such as book fairs, walkathons and product sales.

FUNDRAISERS

Fundraisers should contribute to the educational experience and should not conflict with the school's educational program. Students should participate and make contributions to fund-raising events voluntarily. They cannot be required to participate in fund-raising events, and cannot be excluded from an activity funded by ASB funds because they did not participate in raising funds. In addition, fund-raising proceeds cannot be attributed to specific students based on what they raised. The funds are raised to benefit the entire club or student group, not individual students.

Types of Fundraisers

Types of allowable fundraisers include, but are not limited to:

- Entertainment (variety show)
- Advertising (school publication or yearbook)
- Cultural events/international fairs
- Limited food sales
- Product sales
- Car washes
- Book fairs
- Walk-a-thon or Jog-a-thon
- Scholarships and trusts
- Gifts, donations and grants

Types of prohibited fundraisers include, but are not limited to:

- Raffles or games of chance
- Activities that pose liability, safety or risk concerns
- Mechanical or animal rides
- Use of darts or arrows
- Objects thrown at people
- Use of water tanks which a person is dunked
- Destruction of cars or similar objects with hammers
- Trampolines or mini trampolines
- Rental of district owned equipment or facilities to outside groups (this is allowed only through the facilities department)

Fundraisers involving outside vendors or activities involving risk must be cleared through Risk Management by contacting Business Services at 916-567-5457.

Approval of Fundraisers

California Education Code allows the governing board to authorize student body organizations to conduct fund-raising activities. The site Administrator is designated to authorize fundraising at the site level.

Before approving any events, the site Administrator must consider many issues such as student health and safety, risk of liability to the district, and whether the event is appropriate for the educational experience of the students.

The Site Administrator may also have concerns about the number and type of fundraising events and whether these events interfere with the normal conduct of the school.

Board Policy requires that the Site Administrator review and approve the ASB fundraising events at the beginning of each school year. Board Policy also requires the site administrator submit to the Superintendent or designee, a complete list of fundraisers at the beginning of the school year that each student organization proposes to hold. An Annual Fundraiser Approval form has been developed for this purpose. If there are changes in the number or types of events during the year, the site administrator should submit a revised list.

It is important that non-district organizations such as the PTA/PTSA coordinate the timing of their fund-raisers with student body fund-raisers so that they are not in competition with each other.

Annual Fundraiser Approval Procedures

1. Principal or designee completes the Annual Fundraiser Approval form. This form consists of pre-filled fundraisers that are common for Elementary schools.

   a. Check the box next to each fundraiser that your school commonly holds during the year and plans to do conduct during the current fiscal year.

   b. Fill in any planned fundraisers not listed that your school will conduct during the current fiscal year.

2. Submit the completed form to the Business Services office, Attention: Associate Superintendent, no later than September 15.

3. An approved copy of the Annual Proposed Site Fundraisers form will be returned to your site.

4. Reference this form throughout the year to ensure compliance with original proposal. If you plan to add a fundraiser not included on the list, submit a revised form to Business Services for approval.

Fundraiser Procedures

The Fundraising Request form requests permission to hold a fundraiser on or off campus and helps the ASB/Student Council Advisor to calendar fundraisers.

1. Complete the ASB Request for Fundraiser Form with as much specific and detailed information as possible.
2. Submit the completed forms to the site Administrator for approval.
3. Once approved, fundraiser supplies can be obtained and distributed to participants, if applicable.
4. If the fundraiser includes product sales, school must keep a log showing each participant's name, items sold and quantity, and dollar amount received. A Group Receipt MUST be used to record the money received from all participants and attached to a deposit (see Deposit Procedures).
5. If no product is involved (i.e. Fund Run), a Group Receipt MUST be used to document each participant's name, date, and dollar amount received and attached to the deposit (see Deposit Procedures).
6. For all fundraisers, participants must turn their money in to the teacher. All money collected MUST be deposited in the appropriate ASB account. There are absolutely NO EXCEPTIONS.
7. If a student needs a refund, do not refund from the money collected. All refunds must be made with an ASB check.

GIFTS AND DONATIONS

Gifts and donations from the community and business entities are vital contributions to California public schools. These gifts are made in a variety of ways and for a variety of purposes. ASBs are frequently the recipients of gifts and donations.

Typically these gifts are made to the district or student body for one or more of three uses:

- For use at a specific school site
- For use in a specific program
- For specific student activities

These gifts may be in the form of cash, scholarships, equipment or supplies. Often an individual will make the donation at the school site. If a cash or check donation is intended for the ASB organization, the site administrator or designee must deposit the check into the ASB account. Ideally, the donor should note on the check or in a separate letter that the donation is for the ASB organization. If the donor does not submit a donor letter clearly indicating their donation is intended for the ASB Organization, the ASB Donation form can be used for this purpose. Submit a copy of the ASB Donation form along with the Deposit of the monetary donation.

In the absence of a clear indication, staff will usually assume that the donation is intended for the school site and the money will be deposited in the district's account for the benefit of the particular school, not the ASB. If the donation is for the ASB, it must be used in accordance with ASB guidelines and the donor's requests.

Booster clubs and other parent organizations are independent of both the district and the student organizations/ASB. Booster and parent clubs may decide to donate money to an ASB, but once they do so, all ASB rules and requirements apply and the booster club or parent organization no longer has any control or authority over the donated funds. Because many nonstudent organizations are organized as distinct 501(c) (3) not-for-profit organizations and have their own tax identification number, it is important that their operations remain separate and distinct from the district and from student organizations.

Money Collection and Deposits

Sound cash management procedures are essential for successful ASB operations. The most common ASB problem noted in an annual audit (audit findings) involve failure to follow internal control procedures for the handling of cash from the time the cash is collected to the time it is deposited into the ASB bank account. Most of the fraud that occurs in ASB activities is directly related to the procedures for the handling of cash and checks. It is important to be able to tie all proceeds to the specific fundraiser from which they were generated and to ensure that all proceeds from an event are properly turned in and accounted for.

DEPOSIT PROCEDURES

All ASB money received must be deposited in ASB. Teachers or advisors cannot keep cash and deposit only checks. Receipts must be written for each student contributing money.

1. Two forms must accompany all deposits.
   a. ASB Deposit Form – this form indicates denominations of cash and the quantity and amount of checks being deposited. **PLEASE NOTE:** Two people must count the cash and both persons must sign the ASB Deposit form.
   b. ASB Group Receipt – this form lists participants, what event or activity it was for, if it was cash or a check, and amount (see Fundraising).
2. Both the ASB Deposit form and the ASB Group Receipt must be signed by the teacher, the site administrator, and the Student Council/ASB Advisor. Once the forms are completed, including required signatures, make 2 copies of each – one for the requestor and one to be kept in the school office.
3. Make sure the back of the checks are stamped with the bank deposit stamp and photo copy all checks.
4. Obtain a bank deposit bag and deposit slip from the site secretary.
5. Place only the cash, checks and bank deposit slip inside the bank deposit bag. Fill out the front of the bag, seal it and keep the tear-off that has the number printed on it. On the outside, clip the original Group Receipt, the original ASB Deposit Form, copies of the checks and copy of the deposit slip. If the deposit includes multiple accounts, complete the ASB Deposit Cover sheet and attach as well. Give the bag and the documents to the school secretary.
6. The school secretary should immediately place deposits into the safe until they are brought to the district office. The deposits should be brought to the district office as soon as practical and should never be kept at the school site over a weekend.

Deposits must be done in a timely manner. Please do not hold checks or cash. Any money received by any staff member should be immediately deposited with the school secretary and kept in the office safe. NEVER keep money in the classroom overnight. If deposits are not brought to the office in a timely manner, the funds will not be deposited timely and funds may not be credited to the teachers account when needed. If the deposit total is different from the amount you recorded on the deposit slip, you will be notified of the change and the account will be credited accordingly.

Field Trips

Educational Field Trips are encouraged in the Natomas Unified School District. In order to assure a successful field trip, the following procedures must be followed. All field trips must be approved by the site administrator. Field trips are typically paid from ASB funds. Policy and procedures have been established by the District to ensure that the field trips are a positive experience for both staff and students.

FIELD TRIP PROCEDURES

1. To schedule a field trip, the organizer should first contact the venue where the field trip will be held. Clarify all costs and make the tentative arrangements with the venue.
2. Complete a Field Trip Request Form and attach the final draft of the information flyer that will be distributed to students. Submit Field Trip Request Form and flyer to site administrator for approval.
3. Once the field trip is approved, submit a Purchase Requisition for the field trip venue if a fee is involved. Make sure to include a copy of the quote or contract from the vendor. (See Purchase Requisitions) Please submit requisition at least two weeks before final payment is due to ensure on time payment. DO NOT pay for the field trip and submit a reimbursement request!
4. If transportation is required, contact the Transportation Department to check bus availability AFTER approval is obtained and BEFORE finalizing any trip plans with the venue. You can estimate the transportation costs, however, a quote for transportation costs will be provided by the Field Trip Coordinator in Trans Traks before approval is completed.
5. To request buses, submit an electronic Transportation Request Form to the school secretary. The school secretary will enter the transportation request into Trans Traks and the Field Trip Coordinator will calculate the costs and provide a quote, viewable in TransTraks. (See Field Trip Transportation Costs http://natomasunified.org/departments/maintenance-operations/transportation/field-trip-information/)
6. Once the quote is completed in TransTraks, availability of funds will be verified prior to final approval and scheduling of the trip. To finalize the transportation request, submit a Purchase Requisition along with a copy of the approved Bus Transportation Request form complete with quoted costs to the Account Technician or assigned ASB Bookkeeper so that the transportation costs can be encumbered.
7. Distribute approved informational flyer and Field Trip Permission/Emergency Information Forms to students.

8. Be sure you have the appropriate number of chaperones for the number of students (1 to 15 ratio).
9. Collect money for the field trip and follow Deposit Procedures.
10. Collect completed and signed Field Trip Permission/Emergency Information Forms. Keep forms in your files and take them with you on the field trip.
11. Submit a list of participating students (with field trip information and list of chaperones attached) to the secretary at least three days prior to the trip. Chaperone list must have phone numbers noted.
12. Remind students that the school rules and dress code policies apply to any and all field trips.

TRANSPORTATION POLICIES

- Except when parent drivers are used, all transportation must be arranged through the Transportation Department. Buses secured by the organizer may not meet legal requirements for pupil transportation.
- Call or e-mail Lawrence Kishore (lkishore@natomas.k12.ca.us or 567-5494) to check bus availability.
- Submit transportation request forms to principals for approval at least one month prior to trips.
- When completing the form, be specific about your needs. i.e. access needed to parked buses while at destination, luggage space, stops in route to and from destination.
- Provide street addresses for destinations. It is not necessary for major attractions such as the Railroad Museum, the Capitol or Marine World.
- Do NOT make trip commitments (pay fees, etc.) until bus availability is scheduled. Requests will be processed and busses reserved on a first-come, first-served basis. Your trip request may be denied if it is not entered in Trans Traks at least two weeks prior to your trip date.
- **Your bus is not confirmed until it is designated as "scheduled" in Trans Traks.** If your trip is not designated as "Scheduled" in Trans Traks, assume that you do not have a bus.
- Buses are usually committed to home-to-school runs immediately following trips. Groups must load to return to school at the scheduled time. A late departure may cause serious delays which will overburden and compromise the safety of our entire bus system.
- In general, the Transportation Department will determine if the bus will remain with your group at the destination. If you feel the bus needs to remain with your group, please communicate this in the "Special Requests" section on the Transportation Request.

*Transportation costs are encumbered based on your field trip quote. Transportation invoices will be sent to the Account Technician or assigned ASB Bookkeeper for payment and may vary from your original quote as the invoice is based on actual costs.

NATOMAS UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT

FIELD TRIP INFORMATION FOR TEACHERS

REQUESTING BUSES

1. Except when parent drivers or public transit (i.e., RT buses, light rail) are used, all transportation must be arranged through the Transportation Department. Private carriers must be approved by the Transportation Department.
2. ***Before finalizing any trip plans***, call the Field Trip Coordinator at 567-5494 to check bus availability.
3. Fill out the electronic *Bus Transportation Request* form completely. **Your trip request may be denied if information provided on request form is incomplete.** Required fields have **red borders**, but providing as much information as possible expedites the processing of your request. Be specific about your needs; examples of needs which must be known in advance: access to parked buses while at destination, luggage space, stops enroute, charter service.
4. Please provide street addresses for destinations. This is not necessary for major attractions such as the Railroad Museum, the Capitol, Marine World, or the Exploratorium.
5. How to estimate bus cost (required for trips funded by ASB accounts):

   Time required for a field trip is calculated from the time driver signs in to do pre-trip until the driver signs out after completing post-trip. To estimate billing hours, calculate the number of hours between student loading and unloading at site, then add 1.5 hours. Bus drivers must be allowed one 15-minute duty-free break during each four hours and a 45-minute duty-free meal period during each six hours on duty.

   Enter the estimated number of miles the bus will travel from bus yard to school; school to the destinations; and vice versa, ending at the bus yard.

   Enter the estimated cost of parking and bridge tolls. Bridge tolls are usually $10.00 for buses.

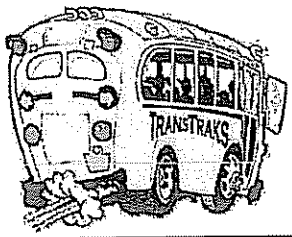
   Enter the total cost per bus, then multiply the cost per bus by the number of buses.

   If you do not need the bus to stay at the destination, add mileage and reduce the number of hours to reflect that the bus will return to the yard. Allow 1 hour for the round trip from the destination to the yard and back. This may reduce your cost.

   Calculating time and miles in this way will more accurately appropriate transportation costs. In most cases, this will also over quote trips; most trips will come out to less than this calculation based upon where drivers start the trip and whether or not a pre-trip was required for that trip specifically.
6. Email transportation request form to principal AT LEAST ONE MONTH prior to trips. Your trip request may be denied if it is not entered and approved in *TransTraks* by ASB bookkeeper at least two weeks prior to your trip date. Requests will be processed and available buses reserved on a first-come, first-served basis.
7. *Bus Transportation Request* forms for ASB funded trips will be forwarded by email to your site's ASB bookkeeper. The bookkeeper will verify fund availability and then enter bus request in the *TransTraks* system. **Bus requests will not be entered into *TransTraks* if funds are not available and deposits are not yet in progress.** In these cases, request forms will be returned by email to the originator with ***Insufficient Funds*** cited in Subject line.
8. Your bus is not confirmed until it is classified as ***SCHEDULED*** in *TransTraks* when your trip request is accessed by designated school office staff member(s). If your trip is NOT classified as ***SCHEDULED*** in *TransTraks*, **assume that you do not have a bus.**

DURING TRIPS

1. Bus drivers are required by law to review bus rules and emergency procedures with passengers before departures. This usually takes three to four minutes.
2. Students will not be transported unless a teacher is aboard each bus.
3. So that drivers may devote their full attention to the safe operation of their buses, teachers must actively supervise students while on the bus.
4. All passengers must follow the bus rules listed in the student handbook and posted in the buses. Adults are expected to be good examples for students by following the rules.
5. STATE LAWS: Adults may leave their seats only to deal with disciplinary problems or when asked to do so by the driver. Students may never leave their seats while the bus is in motion.
6. Bus drivers have authority over all passengers on or near buses.
7. Bus drivers will strictly adhere to trip itineraries as shown on approved transportation requests. Changes in itineraries during trips must be approved by the Transportation Department. Field trip buses may be committed to other assignments immediately following trips or during layovers. Please be aware that if you return late from your trip, bus service for other schools may be adversely affected.
8. Only parents or other adults approved by the school principal or the transportation director are allowed to accompany students on buses. Except school-age children of bus drivers, children not enrolled in Natomas schools will not be allowed on buses.
9. Bus drivers may choose to discontinue any trip and return to school if a group's behavior is unacceptable.
10. Video cameras may be used to record student behavior.



NATOMAS UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
BUS TRANSPORTATION REQUEST

School: HAHE **Group:** 3rd grade

ESTIMATING COSTS

Field trip costs are calculated at $28.00 an hour ($34.00 an hour for weekends/overtime/holidays), $2.25 a mile, and any additional relative costs, i.e., bridge tolls and parking fees. Remember, actual mileage and driver's labor hours after field trips are often different than estimated; **transportation adds 10% contingency into estimates.**

HOURS x $28.00/hr =	$ 126.00
MILES x $2.25/ml =	$ 45.00
TOLLS/PARKING =	$ 0.00
ESTIMATE PER BUS =	$ 171.00
multiply ESTIMATE by # of buses	2

BUS CAPACITIES Grades PK-5: 78 (3 per seat)
Grades 6-12: 52 (2 per seat)

FOR TOTAL ESTIMATED COST = $ 342.00

Purpose of Trip/Curriculum Area

Extra Curricular

How will the trip be financed?

ASB ☑ District ☐ Other Funding ☐

Will access to buses be needed while at destination?

No ☒ Yes ☐ (if yes, explain below)

Special Requests (luggage space, charter bus, etc.)

Principal Approval (Electronic Signature)

Date

BUDGET CODE (for District/School sponsored trips)

Destination ~

Name and Address

1. Near Here Zoo .
   1234 Right Left Road
   Sacramento CA 95834

2.

Check below all that apply to this trip

Overnight ☐ Out of Area ☐ Drop/Return ☑ Take 1-way ☐

Return 1-Way ☐ Stay ☐ Food Stop ☐ Lunches ☐

	DATES	TIMES	
Departure Date	09/15/2015	08:15 am	Load Bus
Return Date	09/15/2015	08:30 am	Leave School
		09:00 am	Event
		12:45 pm	Load Bus
		13:00 pm	Leave Destination
		13:30 pm	Arrive at School

If more than one destination…

TIMES	
	Event 2
	Load bus at Destination 2
	Leave Destination 2
	Event 3
	Load Bus at Destination 3
	Leave Destination 3
	Event 4
	Load Bus at Destination 4
	Leave Destination 4

Trip Type: Extra-Curricular **Grade(s):** 3rd

Trip Coordinator

Mr. Smith **GL#** 3002

Other Teachers

Mrs. Smith	GL# 3001
Mr. Cornfield	GL# 3006
Mrs. Cornfield	GL# 3005
	GL#
	GL#
	GL#

Cell #1: (916) 555-1212 **Cell #2:** (916) 555-1313

PASSENGER INFORMATION

# of:	Students	Adults	W.C.	Pre-Sch
	120	8		

VEHICLE INFO

Buses	Oth Veh
2	

SAMPLE

Cash Disbursements

One of the primary purposes of the ASB is to allow students to raise and spend money for their benefit. Student money must be spent in accordance with California Education Code, Board Policy, and Natomas USD policies and procedures.

Staff should NEVER pay for an expense out of cash collected from a fundraising event. All funds collected must remain intact for deposit. This ensures that a complete reconciliation can be completed and an audit trail exists.

Payment for purchases may only be completed AFTER ASB funds have been received and only AFTER the purchase has been approved by the site Administrator or District designee.

There are two types of payment requests – Purchase Requisition and Check Request.
The procedures for using of each of these forms are described below.

PURCHASE REQUISITIONS

When placing an order for goods or services to be received in the future, you will use a Purchase requisition. A Purchase Requisition should be used for most expenditures. Examples of when to use this form are Office Depot orders or Transportation. Once the Purchase Requisition is processed, monies will be encumbered from the designated account and will be deducted from the available account balance.

PURCHASE REQUISITION PROCEDURES

1. Complete the Purchase Requisition form in full. Do not assume vendor address and phone number is on file.

2. Fill out the order – item number, description of item, quantity, unit price and total. When finished listing items, subtotal on the appropriate line. If the item is taxable, add sales tax. If items are being purchased from another state, online or a vendor that does not add sales tax, you still must add Sacramento County sales tax, even if the vendor does not request it. Add appropriate shipping charges, then total everything. Make a copy for yourself.

3. Submit the completed form to the site Administrator with all back up documentation. Once the form is signed by the site Administrator, the school secretary will send it to the Account Technician or assigned ASB Bookkeeper. A Purchase Order will be generated and a copy will be printed and mailed to the vendor. The requestor will also receive a copy of the PO.

4. When the order is received, check to make sure everything on the packing slip is in the package. If so, write "Received" on the packing slip, sign and date it and give to your school secretary for processing. The secretary will forward to the Account Technician or assigned ASB Bookkeeper. If/when you receive an invoice, please use this same process. Match up the packing slip and the invoice whenever possible before submitting to be paid.

Payments will not be issued until an invoice is received and, when applicable, the verified packing slip is included.

CHECK REQUESTS

Check requests should be used for immediate payment by check. Examples of when to use a check request is for vendor that may not accept purchase orders and payment must be made immediately or reimbursements to staff for out of pocket purchases. Check Requests must always be pre-approved.

CHECK REQUEST PROCEDURES

1. Complete the top portion of the ASB Check Request form in full. Do not assume that the name and address is on file. It is important to include the description of items to be purchased (classroom supplies, field trip, snacks, etc.). Indicate the approximate cost and give to the school secretary to obtain approval from the site Administrator.

2. Once approved, the form will be returned to the requestor and the items may be purchased.

3. Once the items have been purchased, complete the bottom portion of the reimbursement form. Each receipt should be listed on a separate line. Include the date of the purchase (date on the receipt), the name of the store you purchased from and the total of the receipt. Please purchase personal items in a separate transaction.

4. Sign and date the form, attach receipts (see below) and submit to the school secretary. Once it is signed by the site Administrator, it will be forwarded to the Account Technician or assigned ASB Bookkeeper for processing.

RECEIPTS: Receipts should be taped to a separate sheet of 8½ x 11 white paper and attached to the form. DO NOT tape over any printing and DO NOT use highlighters, as both will erase or alter the print. If the receipt cannot be clearly read, it cannot be paid. DO NOT cut off any portion of the receipt. If the name of the store, the date, detailed list of the items purchased and the total, cannot be read then the reimbursement cannot be processed. (If the receipt is longer than the paper, you

should fold it, accordion style, so that it does not need to be cut. Do not tape the sides, however, as it will need to be reviewed.)

Reimbursement will only be made for items purchased in the current year.

Any forms not properly filled out will be returned for proper documentation.

ASB Works

ASBWorks is a comprehensive, on-line management system for student body organizations. The program is comprised of a fully automated set of tools designed to assist schools in running the daily tasks associated with student bodies.

Teachers, ASB Advisors, Club Advisors etc. may have a trust account set up to track their deposits and expenditures. Each individual will be able to access their account balance and activity through an individual log in. You can then monitor your deposits and expenses in real time.

Some Elementary schools (based on enrollment) may have a Secretary III on staff. When applicable, this individual will have account access to write receipts, post deposits, create purchase orders and pay invoices at the site level. Additional access, training, and support will be available to staff identified to perform these activities.

Other Policies and Procedures

Cash Disbursement Schedule: All Elementary Schools receiving ASB support from the District office should have their Invoices, Purchase Requisitions and Reimbursement requests submitted to the District Office by Friday afternoon and to be processed by the following Thursday.

End of year deadline: Each year, an end of year deadline will be announced to each site. These deadlines are strict and requests submitted after the deadline may not be processed.

Carryover: Money raised for students should be utilized to benefit those students in the current year. The suggested carryover per teacher should not exceed $150 or 20%, each year. The carry over amount allowed is an administrative decision by site. The exceptions would be Yearbook, Field Trip or Student Council accounts.

Summer purchases: Requests for Summer Purchases are allowed and may be submitted prior to the end of year deadline. The purchases must not exceed the balance in your account at the end of year and must be pre-approved. Submit your receipts at the beginning of the next school year.

Sites with Secretary III: Please note that all activities and processes referenced to be completed by Account Technician or assigned ASB Bookkeeper will be completed by the site School Secretary III's for those sites employing a Secretary III.