



# MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL

*ASB Leadership with Pride, Spirit, Respect and Tolerance*

## STUDENT BODY CLUB GUIDELINES

The following guidelines must be met **BEFORE** any purchases, reimbursements or fundraising are processed.

### **PURCHASING GUIDELINES MUST BE COMPLETED BEFORE ANY PURCHASES ARE MADE.**

- ✓ Complete a ASB FUNDS APPROVAL FORM (*with all required signatures*)
- ✓ Turn in request to Student Body Advisor or Ms. Aguilar (by no later than Tuesdays 3:00 pm) for approval consideration by Student Body and to have requests documented in ASB minutes.
- ✓ Check with Account Clerk (Ms. Aguilar) or Student Body Advisor for motion results on request.
- ✓ All invoices received must be turned in IMMEDIATELY to the Account Clerk for prompt payment **together with** approved paper work.
- ✓ Any purchase over \$1000.00 must be approved by the District Director of Accounting.

**Any invoice or reimbursement without approved paperwork **WILL NOT BE PAID**, until all required signatures, minutes and paperwork is processed and may result in a delay of payment.**

### **FUNDRAISING GUIDELINES: MUST BE COMPLETED BEFORE ANY FUNDRAISER CAN BE HELD.**

- ✓ Complete a Fundraiser Approval form.(with all required signatures)
- ✓ Turn in request to Student Body Advisor or ASB account clerk for approval consideration by Student Body and request is documented in ASB minutes.
- ✓ Check with Account Clerk or Student Body Advisor for motion results on request.
- ✓ If items will be sold by Account Clerk, the Club advisor **MUST** set up a schedule for selling the item and setting the price for the item with the Account clerk.
- ✓ All fundraising money **MUST** be properly counted and confirmed by the Club Advisor and documented with Coin & Currency Count Sheet .
- ✓ **All fundraisers are CASH ONLY**, the only checks accepted are from school staff.

### **REIMBURSEMENT GUIDELINES MUST: **BE COMPLETED BEFORE ANY PURCHASE CAN BE MADE.****

- ✓ Complete a Request to Reimburse Form
- ✓ Turn in request to Student Body Advisor for purchase to be documented in Student Body minutes.
- ✓ Turn in original receipts to Account clerk with your name written across and the purpose of purchase.
- ✓ It takes about 2 weeks for a reimbursement check to be processed and mailed to the school site from the district ASB account office.

**THE ABOVE GUIDELINES MUST BE FOLLOWED IN ORDER TO MAINTAIN THE ASB POLICIES MANDATED BY THE STATE OF CALIFORNIA.**

### **VENDORS:**

Please check with the ASB account clerk to ensure any purchases made through any vendors are listed in the **SAUSD APPROVED** vendor's list. If the vendor is not on the approved list, they must provide a W-9 form to the ASB account clerk to be placed on the districts vendor list.