

**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. Rios (by no later than Wednesdays 3:00 pm) for approval consideration by Student Body and to have requests documented in ASB minutes.
* Check with Account Clerk (Ms. Rios) 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 GUIDELLINES MUST BE FOLLOWERD 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.