

**Saddleback High School**  
**A.S.B. FUNDS APPROVAL FORM**

TO: **STUDENT COUNCIL**

DATE: \_\_\_\_\_

Approval is given for:

CLUB NAME: \_\_\_\_\_

ACCOUNT NO. 086-\_\_\_\_\_

Available Balance \$ \_\_\_\_\_

(Current Club Balance)

To spend it's fund raising money in the amount of \$ \_\_\_\_\_ for

\*Please fill out your Rationale for Funds Request below\*

**Reimbursement not to exceed the amount approved above for**

\_\_\_\_\_  
\_\_\_\_\_

Payable to: \_\_\_\_\_

*"We certify that this request has been approved and recorded in the club minutes."*

Club Advisor Approval: \_\_\_\_\_ Date \_\_\_\_\_

Club Student Rep. Approval: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Note: Minutes must be attached to form.

**ASB PRESIDENT APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ASB TREASURER APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Student Council Approval:  Approved  Not Approved **DATE:** \_\_\_\_\_

\*\*Advisors: Invoices must include the assigned P.O. number and will not be paid without prior approval\*\*

P.O. #: \_\_\_\_\_ **DATE:** \_\_\_\_\_

Invoice #: \_\_\_\_\_ **DATE:** \_\_\_\_\_

Meeting Comments:

\_\_\_\_\_

## Student Body Club Guidelines

### Purchasing Guidelines:

BEFORE YOU CAN ORDER ANYTHING PLEASE:

- Complete a A.S.B. Funds Approval Form
- Request a written Quote from the vendor you wish to use
- Hold a club meeting where the students record minutes to approve/deny the expense
- Turn in Approval Form, quote and copy of club minutes to Student Body Advisor/Clerk for approval by Student Council
- Check online for motion results on Approval Form on the school Activities page
- Obtain signed copy of Approval Form for your records and a PO# from Clerk
- Place your order with the company and have them reference the PO # given
- All packing slips must be turned into Clerk signed to verify that all contents were received
- All invoices received must be turned in IMMEDIATELY to Account Clerk for payment
- Any purchases over \$1000.00 & electronic/site equipment purchases (cameras, computers, PE equipment) must be approved by the District Director of Accounting
- Request the Use of Student Body Funds: If you wish to use Student Body (086-6840) funds to purchase an item with re-sale abilities an A.S.B. Funds Approval Form must be filled out and completed as stated above. These funds may be denied if the Student Council & Advisor feels that there are not sufficient funds to purchase the items.

### Reimbursement Guidelines:

BEFORE YOU CAN PURCHASE ITEMS FROM A STORE:

- Complete an A.S.B. Funds Approval Form. Please type or write this in the explanation for the use of funds: **REIMBURSEMENT NOT TO EXCEED AMOUNT APPROVED ABOVE FOR (WRITE IN ITEMS BEING PURCHASED – IF SNACK BAR THEN WRITE “SNACK BAR SUPPLIES PURCHASED THROUGHOUT THE SEASON.”)**
  - If specific items will be purchased (i.e. t-shirts, snack bar supplies, uniforms) please write out what is being purchased).
- Hold a club meeting where the students record minutes to approve/deny the expense
- Turn in Approval Form to the Student Body Advisor/Clerk for approval by Student Council
- Check online for motion results on Approval Form on the school Activities page
- Obtain signed copy of Approval Form for your records and a PO# from Clerk
- Turn in original receipts to Account Clerk with your name written across the top
- If you purchase food items (i.e. pizza) for your club members a list of their names with their signatures must be turned in for you to receive reimbursement (banquet sign-in). Please keep in mind that with the Wellness Policy in effect you will not get reimbursed for junk food served to students during school hours (i.e. soda, candy, chips, cupcakes, etc.).
- It takes 2 to 3 weeks for a reimbursement check to be processed and mailed to the school site if all of the paperwork is completed correctly

**Any invoice (receipt) received without an approved  
A.S.B. Funds Approval Form before the purchase date  
WILL NOT BE PAID.**