

Purpose

The purpose of the SOP is to allow clubs to withdraw funds for their clubs benefit in a correct and orderly fashion.

Responsibilities & Source Documents

The Student Council; and Accounts Payable Department will maintain and update this procedure. Source documents that authorize the change or addition to a vendor include and are limited to ASB and Student Council.

Specific Procedure

- A. All requests start with a requisition form
- B. Fill out appropriate forms accurately
- C. Turn copy into Activities Director for Student Council approval
- D. All paperwork must be turned in and approved before purchases are made
- E. If a credit card is checked out it must be checked back in with receipts attached at the district office
- F. When purchases are delivered packing slips but be turned in to ASB Bookkeeper
- G. If impressed checks are being used, they must be through an authorized vendor with invoice and/or receipts attached. If vendor is not on-file, a W-9 needs to be obtained. W-9 is submitted to ASB Bookkeeper
- H. Lost or unattached credit card receipt means that the purchaser will be responsible for expenses
- I. If funds are used for fraudulent purposes, purchasing privileges will be revoked
- J. If form is not accurately filled out and submitted, reimbursement and ordering may be delayed

Forms/Templates To Be Used

- Requisition Forms
- Imprest Check Request
- Visa Purchase Form
- W-9 for new vendors