

# ASB Purchasing

**I need to to purchase something...you MUST get approval first!**

Step 1

I have my own club that holds regular meetings and approves purchases

I DO NOT have my own club that holds regular meetings and approves purchases, I will need Student Gov to approve my purchases

[Meeting Minutes Form](#)

[Informed K12 ASB Requisition](#)

Step 2

**You have approval via the meeting minutes. It's time to place your order!**

I have a quote from the vendor

I have an idea of how much I will be spending with the vendor

I have a quote from the vendor

I have an idea of how much I will be spending with the vendor

Before purchasing, your club needs to approve the quote dollar amount and items to purchase using the [meeting minutes form](#).

Before purchasing, your club needs to approve the appx. dollar amount to be spent and items to purchased using meeting minutes. You can list in the minutes "purchases not to exceed \$(insert dollar amount) for (insert activity, items, and/or vendor). Use the [meeting minutes form](#).

I have a purchase that DOES require a PO # for ordering

I have a purchase that DOESN'T require a PO# for ordering

My vendor needs payment up front, I will pay and get reimbursed

Bring your minutes approving your future purchase and your quote to your site ASB clerk and they will generate a PO number for you.

Place the order using the PO#!

Place the order!

Place the order and pay using your card!

Before purchasing, Student Gov needs to approve your purchase/order during our weekly Wednesday meetings. Fill out [this Google Form](#) to request ASB approval prior to purchasing / placing your order. You will have the option in the form to attach a quote or enter a "not to exceed" dollar amount.

Student Gov will email you a copy of the meeting minutes form approving the purchase. Go to step 2!

**After you receive the product AND the invoice, fill out the Informed K12 ASB Requisition in step 3!**

Go to Step 2!

Step 3

**Submitting an Informed K12 ASB Requisition**

**When submitting an Informed K12 ASB Requisition have these things ready:**

- PDF copy of meeting minutes form approving your purchase
- PDF copy of receipt or invoice for the purchase
- Account name and account number you will paying from
- Email address of the club treasurer (student) that will be approving the form (student gov approval goes to Student Gov and the email is anhsasb@rjuhsd.us)

Screenshots will not be accepted and will result in delay of processing if used.

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Anyone can initiate the Informed K12 ASB Requisition. Fill out all fields on the req form (employee info can be left blank and the check will be delivered to the school), upload the meeting minutes and receipt or invoice using the add attachment button, do not click sign unless you are the treasurer, president, or advisor; hit submit form.

If a treasurer/president initiated, please follow these directions: [Club Treasurer/President Initiates](#)

If a club advisor initiated, please follow these directions: [Club Advisor Initiates](#)

If student government approved the purchase on behalf of your club, they will be your President/Treasurer Signature, please send the form to anhsasb@rjuhsd.us

\*If you received a PO# for the order, please include that on the requisition.

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The ASB clerk will receive the form. They will double check the date on the minutes approval vs. the date of purchase, the amount on the minutes approval vs. the amount being reimbursed/paid, PO# if applicable, and all other information for accuracy.

If all information is present and correct, they will submit form and will choose the AP over ASB at our site.

\*If there is any problem with the information or attachments, the ASB clerk will request corrections. The club advisor or treasurer will make the changes and resubmit.

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The site AP over ASB will receive the form in their email. They will be the last set of eyes to double check all information and attachments before submitting the form to the District Office.

They will submit form and the form will be sent to the district ASB accountant.

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The district ASB accountant will receive the form and check everything for accuracy. If everything is accurate, they will key (enter) the requisition into the district system for either vendor payment, employee reimbursement, or transfer.

They will then mark the form as complete meaning that the process is finished and a check will be sent or transfer will be made!