



**VICTOR VALLEY UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
16350 Mojave Drive
Victorville, CA 92395
(760) 955-3201, ext. 10219**

**ASB POINTS OF INTEREST FOR THE
2015-2016 SCHOOL YEAR**

- 1. All PO's must have a DOLLAR amount. (CANNOT have a Not to Exceed sales or account balance)**
- 2. No personal or staff checks accepted. Business checks are acceptable until further notice. \$25.00 return check charge will apply.**
- 3. Every ASB meeting must have a sign-in sheet for all ASB student council members to show attendance for meetings minutes.**
- 4. W-9's for ALL vendors not incorporated.**
- 5. Per auditors - There MUST be back-up (tickets, log, list, tally sheet) of all monies turned in. Especially Snack Bars and other similar fundraisers.**
- 6. Gas reimbursements are for rental vehicles only. Mileage reimbursement for personal vehicle usage for school related business.**
- 7. Reimbursements MUST be pre-approved (see pre-approval form & check request form) prior to purchases**

and submit request for check form with original receipts for reimbursements.

- 8. Receipts for reimbursement must be original, itemized (showing what was purchased), and must be submitted within 30 days. (no personal items or alcohol)**
- 9. Large events, allow 30 days advance notice to get all paperwork requirements and check disbursement.**
- 10. Items bought by clubs that exceed \$500 in value must have a district asset tag.**
- 11. When groups travel there must be a list of the students who are traveling or attending an event. Meals will be reimbursed if location is 60+ miles away (one-way) and includes breakfast, lunch & dinner. (NO snacks or misc. items)**
- 12. Gift Cards – NOT ALLOWED**
- 13. Food – Any food related activity during school hours must be approved by food services.**
- 14. NO Staff appreciation meals.**
- 15. NO reimbursement of food related items during school hours. Food for after school hours or travel is allowable if proper procedures were followed.**