



Silverado High School
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(760) 955-3353
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ASB HOW-TO GUIDE

THINGS TO KNOW

- Complete Club Activation Form and return to Bookkeeper (BK) at the beginning of each school year.
- ASB Meetings are held every Thursday. Submit requests to BK by Tuesday afternoon. Any requests submitted after Tuesday may be subject to following week's meeting.
- Purchase Order Requests must be submitted anytime money will be spent.
- Fundraiser Requests must be submitted anytime money will be collected, profit or not.
- Requests must be signed by Club President and Advisor when submitted to BK. The rest of the signatures will be obtained after ASB approves request.
- Requests must be approved by ASB before they occur. Club Advisors will be notified when request is approved or denied via email.
- Checks are cut on Wednesdays. Submit invoices and check requests to BK by Monday afternoon.

PURCHASE ORDERS (PO) – ANYTIME money is spent Purchases from vendors

- Receive quote from vendor. Complete PO Request and submit to BK.
- Place order after ASB approves request. Invoices dated before approval date will not be paid.
- All orders must be shipped to the school.
- Submit Invoice to BK for payment to vendor.
- PO's for presales must be submitted with an amount after Fundraising is complete.

Reimbursements to advisors and students

- Preapproval of Reimbursement Form must be completed and submitted to BK with PO Request.
- Advisor/student may purchase items after ASB approves PO. Receipts dated before approval date will not be paid. Orders must be shipped to Silverado.
- After purchases are made, all original receipts must be submitted to BK with Check Request. **Any personal items on the receipt will void entire receipt.**
- BK will notify Club Advisor when reimbursement check can be picked up.

FUNDRAISERS (FR) – ANYTIME money is collected for profit or not

- Every student will complete a FR Permission Form once per year and are kept with Club Advisor.
- Complete FR Request and submit to BK.
- If presale, submit both FR and PO requests together using "NTE presale amount" for PO amount.
- Only cash and credit cards with a small fee (at Student Store) are accepted. No personal checks.
- A Tally Sheet or receipt book must be used when money is not collected by the Student Store.
- For event-type Fundraisers, see Tickets and Cash Boxes below.

TICKETS AND CASH BOXES

- Tickets and cash boxes can be checked out from the BK. Receipt books are also available.
- Two persons must attend cash box at all times. One person must be an adult.
- Cash box must be delivered to BK immediately after event or no later than the next business day.

ACTIVITIES

- An Activity Request must be submitted when a club holds an event on or off campus and a PO or FR does not apply.