

# **Clubs, Culture Faire and the Purchase Order Process**

What is a Purchase Order?

- As a public institution, we are required by law to monitor all spending. The purchase order (P.O.) is a legal document that helps us keep track of spending.

Why do we have to use a P.O.? After all, it is our money.

- Even though it is your money, the public has the right to know where the money is being spent. We are a public school and the general public has the right to transparency. State Education Code instructs high school ASB to oversee this process.

What if we already spent some money? I didn't know about the P.O. process.

- Oh, oh! This is a problem. There is no way around this. There are two things you can do. First, fill out a P.O., get it approved and then go back to the retailer and ask for them to re-issue the receipt with a new date that would come after the approval date of the P.O. If the retailer won't cooperate, we're sorry, but we can't reimburse you and you've just made a donation to your club.

Can we fill out a P.O. for any amount?

- No, you can't apply for any more money than you have in your account. If your account is at zero, you will need to have a fundraiser to get a starting balance so that you can begin the process.

What if we spend our own money, but go over the amount of the P.O.?

- Oooops! If you are within 10%, and haven't gone over your account balance, we can take care of that. If it is significantly more ( $>10\%$ ), then we can't pay you more than the requested amount + the 10%. The rest is a donation.

How do I get my money back?

- Once the P.O. process is complete, turn your receipts in to your teacher-advisor. Your teacher-advisor then must print their name on the receipt, sign the receipt and put your club account number and name on the receipt. Then the teacher-advisor attaches the receipts to the copy of the P.O. and turns it in to Sara in the Activities office. Your teacher-advisor will receive a check and give you the cash back.

Okay, so how do we go about filling out the P.O. so I can get started?

- Step One: Your teacher-advisor goes with you to the Activities office. There you will fill out the P.O. and record it into the P.O. log book. Purchase Orders are passed on Wednesdays, and must be turned in by Mondays at 10:00am in order to make the Wednesday agendas.
- Step Two: If your P.O. is filled out correctly and you have the money in your account, then the P.O. is passed on Wednesday. You may now spend your money knowing that if you don't go over the amount in your account, you will get reimbursed.
- Remember, don't spend any money until you know the P.O. has been passed! And don't overspend the P.O.