PURCHASING ITEMS FOR FUNDRAISERS FROM VENDORS WHO ACCEPT P.O. (Purchase Orders)

EXAMPLES: chocolate sales, pies, community cards, popcorn, cookie dough, attire, spirit attire, shirt sales, etc.

Step 1: Turn in a completed ARF(Activities Request Form -the top and middle sections) to the ASB Office **before** purchasing items to be used for a fundraiser

Step 2: Acquire a QUOTE from the vendor that accepts a school PO - this is **NOT an invoice; must state "Quote or Estimate" at the top**

Step 3: Once ARF is approved in ASB Minutes, request a PO# from the ASB Office for all orders that exceed $100

Step 4: Place order with the vendor using the approved PO#

Step 5: Once shipment is delivered, count and confirm your items/order

Step 6: **Submit vendor's invoice & a Check Request form printed on yellow paper to the ASB Office for payment**

Step 7: All money fundraised gets turned into the ASB OFFICE

*** Do NOT reimburse yourself or others -- this must be done through the ASB Office only!** - turn in all receipts with a Check Request form for all reimbursements - please keep copies of all receipts for your own records

Step 8: Return completed ARF RECAP with the Deposit Slip to ASB Office

Step 9: Timeline - Please allow a minimum of seven business days for ASB to approve the ARF and create a PO# for your club/organization/athletic team

Step 10: If you have questions, please contact Dr. Sanchez BEFORE doing anything

PURCHASING ITEMS FOR FUNDRAISERS FROM BUSINESSES THAT **<u>DON'T</u>** ACCEPT P.O. (Purchase Order)

EXAMPLES: for snack bar items (from Costco, Sam's Club, etc.), from Amazon, churros, etc.

Step 1: Turn in a completed ARF (Activities Request Form -the top and middle sections) to the ASB Office **<u>before</u>** purchasing items to be used for a fundraiser

Step 2: Once ARF is approved in ASB minutes, request a PO# from the ASB office if amount exceeds $100, in the name of the person buying the goods (only the person's name on the PO will be reimbursed by the ASB office)

- the person buying goods must submit receipts (see Step 5)

Step 3: Purchase items needed

Step 4: If a shipment is delivered, count and confirm your items/order

Step 5: Once items are confirmed, **submit receipt(s) & a yellow Check Request form to the ASB office for reimbursement**

Step 6: <u>All money fundraised gets turned into ASB office</u> *

Do NOT reimburse yourself or others -- this must be done through the ASB office only! - turn in all receipts with a Check Request form for all reimbursements - please keep copies of all receipts for your own records

Step 7: Return ARF RECAP with the Deposit Slip to ASB Office

Step 8: Timeline - Please allow a minimum of seven business days for ASB to approve the ARF and create a PO# for your club/organization/athletic team

Step 9: If you have questions, please contact Dr. Sanchez BEFORE doing anything

STEPS FOR ORDERING ITEMS
(NOT TO BE SOLD)

EXAMPLES: uniforms, equipment, etc.

Step 1: Acquire a QUOTE from the vendor that accepts a school PO - this is **NOT an invoice; must state "Quote or Estimate" at the top**

Step 2: Once ARF(Activities Request Form) is approved in ASB minutes, request a PO# from ASB office if amount exceeds $100

Step 3: Place order with the vendor using the approved ASB PO#

Step 4: Once shipment is delivered, count and confirm your items/order

Step 5: Submit vendor's invoice & a yellow Check Request Form to the ASB office for payment

Step 6: Timeline - Please allow a minimum of seven business days for ASB to approve the ARF and create a PO# for your club/organization/athletic team

Step 7: If you have questions, please contact Dr. Sanchez BEFORE doing anything

FUNDRAISING THAT <u>DOESN'T</u> REQUIRE A P.O. (Purchase Order)

EXAMPLES: restaurant nights, car wash, vertical raise, snap raise, movie night, etc.

Step 1: Turn in a completed ARF (Activities Request Form -the top and middle sections) to the ASB office - ARFS are located on BPHS website under "Activities" and "Activities Request Forms" - must **have an ARF for <u>EACH separate fundraiser</u> - at <u>least 2 weeks prior to event</u>**

Step 2: Complete the fundraiser

Step 3: Deposit money to the ASB office (when multiple athletes have money to deposit, please notify the ASB office ahead of time)

Step 4: Return ARF (Activities Request Form)RECAP with the Deposit Receipt to ASB office

Step 5: Timeline - Please allow a minimum of seven business days for ASB to approve the ARF and create a PO# for your club/organization/athletic

Step 6: If you have questions, please contact Dr. Sanchez BEFORE doing anything

- - - For Coaches Only - - -

If your ASB account needs to go into the negative to purchase items, you must:

1. *Email the Activities & Athletic Directors stating your fundraising plan to get out of the negative*
2. *Take written approval from Athletic Director to the ASB office to open a PO*

FACILITY REQUESTS

Fill These Out with Mr.

EXAMPLES: BPHS Wrestling Tourn., BPHS Girls' Var Basketball Tourn., BPHS Boys' Var Soccer West Coast Showcase, etc.