

James Lick High School
School Bank Procedures

Purchase Orders

Authorization for a cash disbursement of Associate Students, club funds, class funds, and team funds will be approved only upon the following conditions:

1. An RPO (Request for Purchase Order) is required prior to initiating any and all purchases of goods or services. RPOs are located in the school bank and must be turned in a minimum of 10 days prior to the date a PO is needed. All RPOs/Purchase orders will be submitted to ASB ONCE per week (on Tuesdays) for approval.
2. RPOs must include the date, name, and address of the vendor, the club making the purchase, an itemized list of what is being purchased with prices, the general purpose of the purchase, and the signatures of the club officer (student) and advisor. Minutes are required for each RPO indicating the vendor, amount, and purpose, which is on the back side of the RPO.
3. RPOs/Purchase Orders approved by the ASB Officers will be emailed to you or returned to your mailbox for hand delivery to the vendor. In all cases, a signed purchase order is required prior to making any purchase commitment. It is your responsibility to return the itemized invoice to the school bank. Without the itemized invoice, the vendor cannot be paid. Only purchases made with an approved PO will be honored for payment by the School Bank.
4. No purchase may be made by a Club, Class, or Team who do not have sufficient funds already in their account to cover said purchase. Accounts are NOT permitted to “overdraw” temporarily until fundraising is done. Fundraising efforts must be completed and all monies deposited in the school bank prior to making a purchase commitment.
5. Reimbursements are allowed within reasonable dollar amounts, and an approved purchase order MUST be issued prior to any purchase being made. **Do not spend your personal funds on behalf of your Club, Class, or Team without prior permission and expect to be reimbursed by James Lick High School.**

Precaution: Purchases made outside this established process, either by using cash from a club fundraiser, or by requesting a PO after the fact, are illegal and hazardous to the financial welfare of the school and to the staff member involved. Failure to follow policy will result in the obligation of personal funds.

Note to off-campus coaches: All coaches MUST have the Athletic Director’s Signature on it as the Advisor prior to being submitted to the School Bank, or it will not be considered for approval. Off campus coaches may not sign any paperwork as advisor, including any forms in this packet.

****If a teacher or coach places an order for materials without an approved purchase order, the teacher or coach is responsible for paying for the good from their personal funds.****

Cash Deposits

1. All cash/checks should be turned in to the Bank Clerk only. A “Cash Count Form” must be completed prior to turning in any money, and that form must include the Organization’s name, account number, reason for deposit, and signature of the party that counted the deposit as it was prepared.
2. For your convenience, please call Ms. Garcia (extension x74454) before coming to the school bank to verify her presence. Please leave a message or send an email regarding your needs. If she is not available, she will contact you in a timely manner.
3. All coins should be wrapped and counted prior to turning in to the School Bank. Loose change is acceptable only if there is not enough to fill a coin wrapper. Coin wrappers and Cash Count forms are available at the School Bank. Please Remember – no money will be accepted if just dropped off at the School Bank. You must be present upon the bank clerk’s verification of the Cash Count form and a receipt will be given to you at that time. You must also sign to verify the count.
4. All checks deposited must have your Club, Class, or Team name written on them, in addition to the student’s name and ID number that submitted the check.

Fundraisers

The Club/Class/Team must submit a completed “Request for Fundraiser/Fundraising Event Approval” form, with a completed minutes form on the back side to the school bank for ASB approval. To be approved, applications must be submitted at least two (2) weeks prior to the requested fundraiser date(s).

I understand that failure to follow district policy regarding the purchase or equipment, goods, or services will result in the obligation of personal funds towards that purchase, and will jeopardize the Club/Class/Team good standing and ability to retain an account with the School Bank.

Club/Class/Team Name	
Advisor Name (printed)	
Advisor Signature & Date	
Treasurer Name	
Treasurer Signature & Date	



James Lick High School ★ A New Tech School

57 North White Road, San Jose, CA 95127 • (408) 347-7000

Principal – Honey Gubuan

Associate Principal, Administrative Services – David Boostani

Associate Principal, Educational Development - Carla Hernandez

Activities Director - Cathlyn Telebrico

Athletic Director - Anna Chavez

Requirements to Start a Club

A group of students may apply for permission to form a club by submitting a proposed club constitution which must include the following:

- ☐ The name and purpose of the organization (180 characters or less to be published on our JLHS website)
- ☐ The membership clause for active members (explain the qualifications each member must meet to be an active member)
- ☐ The title, powers, and duties of the elected officers, and the method for election of the officers.
- ☐ A list of proposed activities and fundraisers for the school year.
- ☐ A list of students (at least eight non-officers) interested in joining with their signatures.
- ☐ The signature of the faculty advisor.
- ☐ The signatures of all student representatives.
- ☐ The preliminary budget for this school year.

IMPORTANT REMINDERS:

- All clubs must serve the James Lick community.
- At least one representative of each club must be present at the monthly G20 meetings. Meetings will be on the first Wednesday of the month in the Activities Center, or as deemed necessary. If a club misses two meetings, all activities will be suspended. The ASB Vice President may revoke a club's constitution if a club misses three or more meetings.

Student Signatures:

Student Name (printed)	Student Grade	Signature

Advisor Name (print)

Faculty Advisor Signature

____/____/____
Date



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Application for Student Club

I. We the students of James Lick High School request permission to form a Student Club – this includes all clubs, classes, and academic and athletic teams.

II. This club will be called _____
and will have as its purpose: _____

III. _____ will serve as the advisor for this 2025/2026 school year.

IV. We have attached:

A. A copy of the proposed constitution for this club.

B. A copy of the proposed budget for this club for the school year.

V. Application submitted by:

Club/Class/Team Student Representative (print) *Student Representative Signature* ____/____/____
Date

Club/Class/Team Faculty Advisor (print) *Advisor Signature* ____/____/____
Date

VI. Application approved by:

ASB President (print) *Student Representative Signature* ____/____/____
Date

Activities Director (print) *Activities Director Signature* ____/____/____
Date

Recorded in ASB Minutes on ____/____/____

James Lick High School
Club/Class/Team Constitution

Article I – Name & Purpose of the Club:

1. Club Name: _____
2. Purpose: _____

Article II – Membership

1. Membership Clauses:
 - a. Members must be students at James Lick High School.
 - b. NO FEES or expenses can be part of the membership clause.
 - c. To be an active member of the club, each member must _____

Article III – Elected Board

- These members must be elected democratically by a majority of active club members with the approval of the club advisor.
- List the elected officers below:
 - a. **President** (oversees all activities and fundraisers):

<i>Printed Name:</i>	<i>ESUHSD Email</i>

- b. **Vice President** (fills in for and supports the club president):

<i>Printed Name:</i>	<i>ESUHSD Email</i>

- c. **Secretary:** (record meeting minutes and maintains necessary documentation):

<i>Printed Name:</i>	<i>ESUHSD Email</i>

- d. **Treasurer:** (responsible for money, budgets, and money-related documentation):

<i>Printed Name:</i>	<i>ESUHSD Email</i>

- e. List any additional positions:

<i>Printed Name:</i>	<i>ESUHSD Email</i>

<i>Printed Name:</i>	<i>ESUHSD Email</i>

Article V – Activities of the Group

1. Meetings will be held every _____, from _____,

meeting day(s) *meeting time(s)*

in _____.

meeting location(s)
2. The President or Faculty Advisor may call special meetings.

3. Include the club/class/team activities and fundraisers that the club/class/team would like to conduct or participate in.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

Article VI – Signatures

➤ Please include the title, name printed, signature, and date of all officers and faculty advisor(s) certifying their agreement with the Constitution.

_____	_____	____ / ____ / ____
<i>Advisor Name (print)</i>	<i>Faculty Advisor Signature</i>	<i>Date</i>

_____	_____	____ / ____ / ____
<i>Advisor Name (print)</i>	<i>Faculty Advisor Signature</i>	<i>Date</i>

_____	_____	_____	____ / ____ / ____
<i>Student Name (print)</i>	<i>President Email</i>	<i>Student Signature</i>	<i>Date</i>

_____	_____	_____	____ / ____ / ____
<i>Student Name (print)</i>	<i>Vice President Email</i>	<i>Student Signature</i>	<i>Date</i>

_____	_____	_____	____ / ____ / ____
<i>Student Name (print)</i>	<i>Secretary Email</i>	<i>Student Signature</i>	<i>Date</i>

_____	_____	_____	____ / ____ / ____
<i>Student Name (print)</i>	<i>Treasurer Email</i>	<i>Student Signature</i>	<i>Date</i>

_____	_____	_____	____ / ____ / ____
<i>Student Name (print)</i>	<i>Position</i>	<i>Student Signature</i>	<i>Date</i>

_____	_____	_____	____ / ____ / ____
<i>Student Name (print)</i>	<i>Position</i>	<i>Student Signature</i>	<i>Date</i>

_____	_____	_____	____ / ____ / ____
<i>Student Name (print)</i>	<i>Position</i>	<i>Student Signature</i>	<i>Date</i>

**The Articles listed above are required, but clubs may add additional Articles if they choose to do so.*

James Lick High School

Preliminary Budget Plan

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Name of Club/Class/Team

Account #

ESTIMATED REVENUES - List the various events and fundraisers you are considering and their estimated income.

Description	Estimated Income
Total	

ESTIMATED EXPENSES - List your anticipated expenses (fundraising costs, field trips, supplies, etc.)

Description	Estimated Cost
Total	

ENDING BALANCE AND CARRYOVER

Club Balance from the Previous Year		\$
Estimated Income	+	\$
Estimated Cost	-	\$
Projected Balance	=	\$

Please note ***you can only carry over 20% of your revenues WITHOUT permission from ASB.***

Application submitted by:

_____	_____	____/____/____
<i>Club/Class/Team Student Treasurer (print)</i>	<i>Student Representative Signature</i>	<i>Date</i>

_____	_____	____/____/____
<i>Club/Class/Team Faculty Advisor (print)</i>	<i>Advisor Signature</i>	<i>Date</i>

Application approved by:

_____	_____	____/____/____
<i>ASB President (print)</i>	<i>Student Representative Signature</i>	<i>Date</i>

_____	_____	____/____/____
<i>Activities Director (print)</i>	<i>Activities Director Signature</i>	<i>Date</i>

Recorded in ASB Minuted on ____/____/____

James Lick High School

Meeting Minutes

Club Name:		Meeting Date:	
Meeting Called to Order by:		Meeting Time:	
Meeting Roll Call by:		Location:	

Communication and Reports:

Old Business:	
New Business:	

Request for Purchase Order (RPO):

The following purchases are approved and will be funded by the club.

NOTE: No purchases shall be made or funds released until the RPO is properly submitted and approved:

**NO CLUB OR ADVISOR SHALL SPEND CLUB FUNDS WITHOUT PRIOR APPROVAL FROM CLUB MEMBERS, ASB, & ADMIN.
PAYMENTS TO VENDORS cannot be paid without an approved RPO & submitted signed invoice or receipt.**

Vendor Name	Amount	Purpose of Expenditure

Motion By:		Second By:	
# Members Present:	# Members Absent:	# For:	# Opposed:

Submitted by:

Secretary:		Advisor:	
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Signature & Date

Signature & Date

Meeting Attendees: (List below or attach separate listing)
