Frequently Asked Questions
about...
Spending Club/Class Money

When can club/class money be used to pay for expenses?
Every club and class must submit an annual budget outlining expected expenses and income. At least two weeks prior to any proposed activity, the club or class must meet and approve a Revenue Potential form (budget) for the event and submit it along with an Activity Proposal to the Activity Proposal box in the SAC room. The approval of the activity and its expenses must also be recorded in the club/class minutes. Once the Activity Proposal and Revenue Potential has been approved by the Commission, Activities Director and, Administration, then, and only then, the club may purchase supplies and/or services for the event.

How do I pay for club/class expenses?
Sign out a Check Request/Purchase Order form from the Student Bank. Complete the form, attach an original, detailed receipt, invoice or registration form and submit the paperwork to the mailbox in the SAC room or the Student Bank. You must also attach a copy of the club/class minutes showing the club approval of the expense. If the expense is a service, a completed and signed W-9 must also be attached.

Can the advisor, a student or a student's parent pay for a club/class expense and then be reimbursed?
It is always best practice to issue an SPHS ASB check in payment to insure that proper approvals have been given, but this is not always possible. When that is the case, a purchase order can then be generated requesting approval for the individual to spend up to a specified amount on the purchase of specific items for the club or class. The expense must be noted in the budget and recorded in the minutes.

Can I be reimbursed for a service?
No. Payment for a service must be made by a SPHS ASB check to the vendor.

What is considered a service?
Unfortunately, there is no comprehensive list, but typical services include rentals, royalties, screen printing, and DJ services. If it is not a product off of a shelf, it very well may be a service. Best practice is to always request an SPHS ASB check be paid directly to the vendor. When in doubt, ask the financial clerk or the activities director before making any purchases.

When can I place an order for a product and/or a service?
First, you must request a quote for the product and/or service. Once the club/class has approved the quote, it may be submitted to the SPHS ASB with a Check Request/Purchase Order form. Once this has been approved by the SPHS ASB Commission, the activities director and the principal, the order may then be placed.

When will the check be written?
Once the order has been received along with a final invoice, the check will be written. This usually takes one or two days.

To whom must the invoice be billed?
The invoice must be billed to South Pasadena High School ASB. The invoice may also note on a separate line the name of the club or class placing the order.

How do I know if my club or class has enough money to pay a bill?
Detailed account analysis reports are available upon request in the Student Bank. These reports will include your current balance. When possible, these account analysis reports will be distributed to the advisors on a monthly basis.

Where may I find help in paying club expenses?
Please direct inquiries to the financial clerk in the Student Bank at lunch or during fifth period. Mr. Shotwell is also available to answer questions in the SAC room.