

ELK GROVE HIGH SCHOOL - ASSOCIATED STUDENT BODY

FINANCIAL TRANSACTION FORM

INSTRUCTIONS FOR COMPLETING FORM

1. Purchases may be made by purchase order or by check with prior approval and with proper documentation.
2. Request forms are to be turned in to the Controller's Office for processing at least 14 days prior to date needed.
3. **PROHIBITED EXPENDITURES.** In addition to Education Code 48934, which deals with the use of student body organization funds, it should be noted that certain expenditures are prohibited:
 - a. Equipment, supplies, forms and postage for curricular or classroom use or for district business.
 - b. Repairs and maintenance of district-owned equipment.
 - c. Salaries or supplies which are the responsibility of the district.
 - d. Articles for the personal use of district employees.
 - e. Gifts, loans, credit, or the purchase of accommodations for district employees or others.

Group/Team/Club: _____ **Account Number:** _____

Requested By: _____ **Advisor:** _____

Required for Student Organizations including Clubs, Councils, and ASB Council

Student Representative Signature: _____

A copy of meeting minutes with expenditure approval. Date approved: _____

The following transaction is requested:

- Purchase Order (School will order and pay vendor. Requestor is to provide quote or estimate that includes sales tax and shipping.)
- Prior Approval (Required for all purchases not utilizing a PO.)
- Funds Transfer to ASB Account: _____
- Check (PRIOR approval must have been obtained. Original invoice, receipt, etc. must be attached)

Date needed: _____

Mailing Instructions: Mail Scan & email to _____

Will Pick Up Teacher/Advisor Box Fax to number: _____

Vendor: _____

(Enter the name of the person or company to whom the check/purchase order will be made payable. Individuals MUST have a bank account.)

Attn: _____ **Quote/Invoice Number:** _____

Address: _____

Street Number/P.O. Box #/etc.

City

State

Zip

Quantity	Unit	Description	Unit Price	Total

Date of ASB Council Meeting When Approved: _____	Sub-Total	
Required Signatures:	Discount (enter as negative number)	
ASB Student Representative: _____	Sales Tax 7.75%	
Activities Director: _____	Shipping	
Principal: _____	TOTAL	