

Steps to using the funds in your ASB Account:

1. Funds available- Funds must be in your account BEFORE a PO can be opened or invoices submitted on your account
2. Open a Purchase Order (PO)-Forms are on Mrs. Treanor's desk in the Student Center. A PO must be opened BEFORE any purchases can be made. Invoices must be dated AFTER the date on the purchase order for the invoice to be paid. If the invoice is dated before the approval date on the PO the invoice will not be paid.
3. Submit an invoice- Once an invoice is received for your approved PO you will need to submit it to Mrs. Treanor in the student center. There is an "Ok to Pay" stamp on Mrs. Treanor's desk. The invoice must be stamped, signed and dated. Also, please add the PO# if it is not already printed on the invoice.
4. Issue a Check- A check will be issued within one week of receiving the approved invoice.

There are also several rules that govern your ASB accounts...

1. There are specific guidelines that must be followed for reimbursement. Please see Mrs. Treanor BEFORE you make any purchases you wish to be reimbursed for. If you pay for something out of your own pocket and submit a receipt without setting up a proper reimbursement form ASB cannot pay you back. Not all requested reimbursements are approved.
2. You MUST have an open PO BEFORE you can purchase anything.
3. Your invoices MUST be dated AFTER your PO is approved.

Timeline for submitting PO's and Invoices:

The ASB will approve PO's and Invoices during 3rd periods. If you would like your PO or Invoice included on the agenda for the weekly meeting it needs to be turned into Mrs. Treanor by 8am on the day of the meeting. If it is submitted after 8am it will be held until the next meeting.. You will receive an email confirmation for PO's and invoices approved at the weekly meeting. Do not consider a PO approved until you have received confirmation email.