



Overview of procedures related to booster club funds, student funds and tax credit funds for programs at Desert Vista High School

Compiled by Thunder Board Association
including information provided by TUHSD
and/or DVHS administration (Becky Salazar)

Rev B (April 2015)



Outline

- Use of funds and approvals flowchart
- Summary: PO requests from Booster Club Funds
- Summary: PO requests from Student Funds
- Summary: PO requests from Tax Credit Funds
- Tax Credit Approved Use List
- Blanket Purchase Orders
- Fundraising and deposits flowchart

Desert Vista High School Extracurricular Support Funds

Information compiled by Thunder Board (Revision A – April 2014)



EXTRACURRICULAR PROGRAM

Source	TAX CREDIT DONATIONS	STUDENT ACTIVITIES FUND	BOOSTER CLUB FUNDS
Legal Owner	TUHSD	DVHS / TUHSD	Thunder Board Association
Controller	Bookstore Manager (Becky Salazar)	Bookstore Manager (Becky Salazar)	Booster Club Treasurer
Authorized to Request Funds	Coach or Sponsor (Must be TUHSD staff member)	Student club/team officers	Booster Club Elected Officers
How to Request Expenditure	Written PO request to bookstore with coach/sponsor approval **Prior to Purchase**	Written PO request to bookstore with student club minutes **Prior to Purchase**	Submit request to any booster club officer by any means allowed by booster club policies

Note: Extracurricular programs often have multiple sources of funding. The above chart is a simplified representation. More details are available at www.desertvista.schoolfusion.us → Activities → Thunder Board or contact DV administration.



Summary: Purchases from Booster Club Funds

- All requests for purchase or reimbursement from a booster club must be approved by the elected booster club officers.
- Booster clubs may choose to implement club-specific procedures for purchases.
 - Discuss any questions with your club treasurer or other elected officer.
- Budgets are to be compiled annually, preferably through a cooperative effort between coaches/sponsors, student leaders, and booster club officers.
 - Per TB policies and procedures, budgets should be approved by vote of the booster club members.
- Whenever practical, requests for expenditures should be made to the booster club in advance , preferably in writing with justification and a cost estimate.
- Reimbursement after purchase is allowed for legitimate program expenses.
 - If within a budgeted amount, submit receipt(s) and request for reimbursement to club treasurer.
 - If outside of budget, reimbursement should be authorized by vote of the booster club officers.
- Turn in all receipts, invoices and other documentation to the booster club treasurer.
 - If requesting reimbursement, please allow a reasonable amount of time for processing.



Summary: PO requests from Student Funds

- Important: PO must be issued from bookstore BEFORE a purchase is made!
- Submit requests using “PO Request-Meeting Minutes” form available on line from the school’s Fusion web site
- Each request must be approved by the student leaders for the program and signed by a student
- Vendors must be district approved (Ask Becky in the bookstore if unsure)
 - New vendors should file an application for approval (including W-9 and “New Vendor Add Form”)
- PO may take 2-3 days to issue from the bookstore (so submit early)
- Bill to address must be: TUHSD, 500 W. Guadalupe Road, Tempe, AZ 85283
- Ship to address must be: DVHS, 16440 S. 32nd Street, Phoenix, AZ 85048
- Turn in all receipts and invoices from the vendor to the DV bookstore, along with a “Request for Payment” form signed by two students AND the coach or activity sponsor. (The bookstore will then process and submit to TUHSD accounting.)

Reference documents: *TUHSD PO Request for Student Funds or Tax Credit Funds*
(See Fusion web site *PO Request-Meeting Minutes*
for latest versions) *TUHSD – Vendor Application Checklist*
TUHSD – Vendor Registration Form



Summary: PO requests from Tax Credit Funds

- Important: PO must be issued from bookstore BEFORE a purchase is made!
- Tax Credit Funds can only be used for purposes on the approved list
 - Note: Amusement items (such as Disneyland tickets) are no longer approved for tax credit purchase
- Requests must be submitted in writing by the coach or activity sponsor
 - An email clearly authorizing the purchase is acceptable, preferably with a quote from the vendor
- Current account balance must be sufficient to pay for the entire purchase
 - Check with Becky in the bookstore for current balance or with any questions regarding procedures
- Vendors must be district approved (Ask Becky in the bookstore if unsure)
 - For “procurement items”, you must also use a vendor who is “contracted” with TUHSD (See Becky)
- PO may take 2-3 days to issue from the bookstore (so submit early)
- Bill to address must be: TUHSD, 500 W. Guadalupe Road, Tempe, AZ 85283
- Ship to address must be: DVHS, 16440 S. 32nd Street, Phoenix, AZ 85048
- Submit receipts and invoices to the bookstore. Make sure the PO# is on the invoice and write the words “OK to Pay” with your signature and date.

Reference documents: *TUHSD PO Request for Student Funds or Tax Credit Funds*
(See Fusion web site *Tax Credit Funds List*
for latest versions) *TUHSD – Vendor Application Checklist*
TUHSD – Vendor Registration Form



Tax Credit Approved Use List

- Association or Registration Fees (paid by the program to an organizing body)
 - Airfare
 - Bus Transportation
 - Choreography
 - Club/Sport Dinners/Banquets (expenses for students only – not adults)
 - Contracted Instrumentalists (Accompanists, but not if for a show where tickets are sold)
 - Dues (for the program to a larger organization)
 - General Supplies for Students (water, snacks, Gatorade, etc.)
 - Lodging
 - Meal Money
 - Music Arrangement
 - Museums (if tied to the club)
 - Newsletter Printing
 - Tournament or Invitational Entry Fees
 - Student Travel (food, hotel, entrance fees)
 - Student Scholarships & Awards (Value <=\$15 and NO CASH awards)
 - Subscriptions
 - T-shirts (Must be a contracted vendor & for students only)
 - Coaches can only be paid from TC funds at \$1500/coach (See athletic director with any questions)
- This list was compiled from best available information as of September 2015. Please check with the DV bookstore for any recent updates when submitting a purchase request. Note: Tax credit purchases must benefit the students, not coaches or other adults



Blanket Purchase Orders

- Blanket PO's are simply a special kind of PO that is not line-item specific
 - Designates a lump sum of money to be spent with a particular approved vendor over a specified period of time (must fall within a fiscal year)
 - Can be issued from either student funds or tax credit funds with appropriate restrictions
- Blanket PO requests must contain the following information:
 - Beginning effective date
 - Ending effective date (can not be later than June 30 which is the end of the fiscal year)
 - Person(s) authorized to purchase against the blanket order (only these names may sign for goods)
 - Maximum total dollar amount to be spent (subject to certain limits – discuss with Becky Salazar)
- Requests for blanket PO's are reviewed by TUSHD accounting prior to issuance
 - District policy does not allow blanket PO's to be issued if there is an existing district contract for the same or similar goods (requestor will be notified if such is found).
- All sales receipts and/or invoices shall include a copy of the PO number at the time of purchase, proper identification, and printed name with a signature .
- Receipts for each purchase must be submitted within 3 school days!

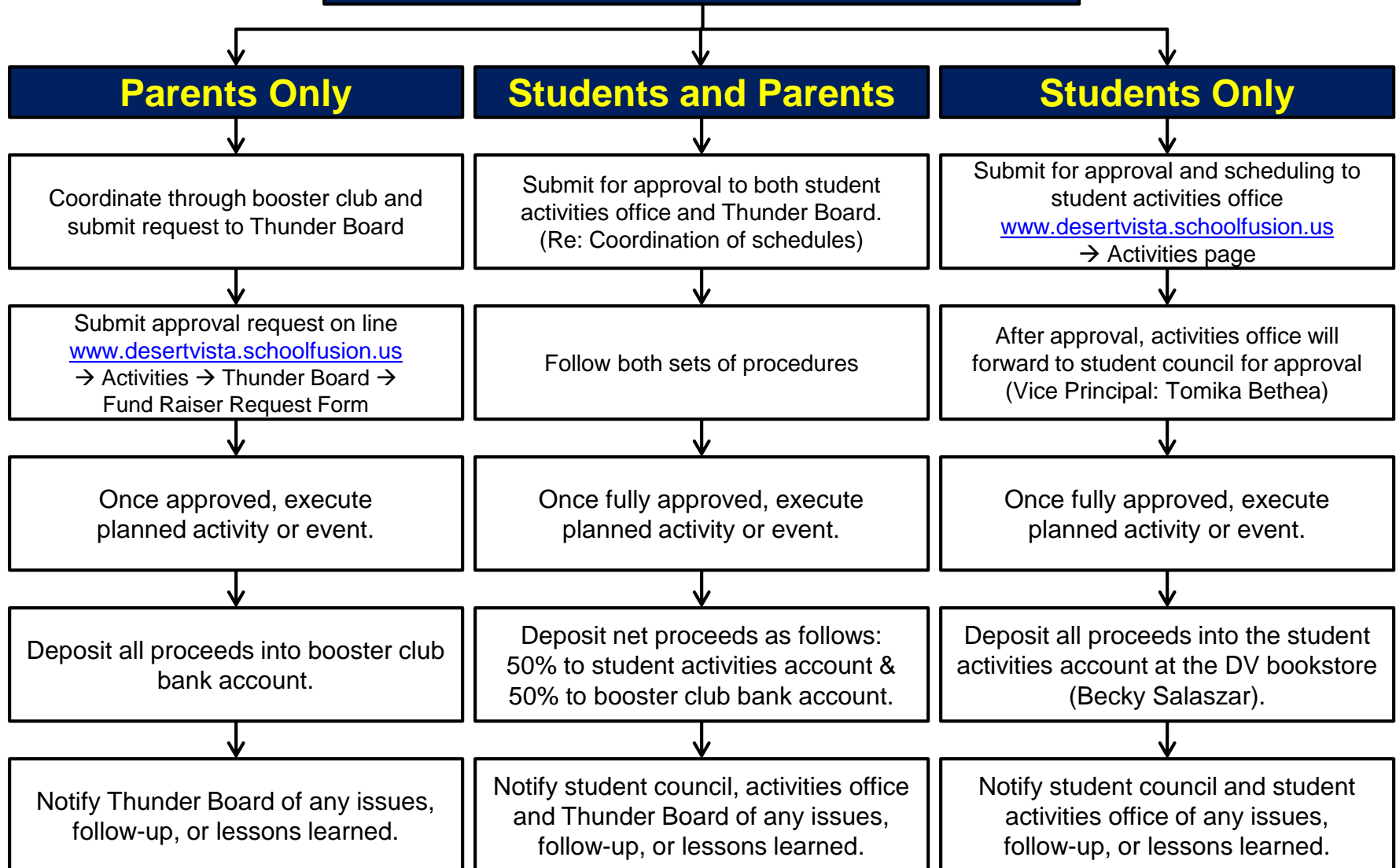
Reference documents: *TUSHD Blanket Purchase Order Procedures*
(See Fusion web site
for latest versions)



Desert Vista High School Fundraiser Approvals

Information compiled by Thunder Board (Revision C – June 2012)

Who will be involved in the fundraiser?



Note: The above chart is a simplified representation of these procedures. Follow the web links or contact DV administration if more details are needed.