

IRHS Procedures for Fundraising and Purchases

in compliance with the Arizona State Procurement Laws

Checklist – Annual Club Renewal

1. Hold a Club Meeting.
2. Review the **Policy Manual for Student Activities and Clubs**.
3. Elect new officers.
4. Complete the following forms with the appropriate signatures and turn them in to the Bookstore.
 - a. **Student Signature Form**
 - b. **Club Meeting Minutes and Roster**
 - c. **Student Activities/Club Policy and Acknowledgement Form.**
5. Club Renewals need to be completed before September 15 of each new school year.

Checklist - Request for FUNDRAISING

1. Hold a Club Meeting
2. Complete the **Club Meeting Minutes and Roster** with signatures
3. Fill out the **Fundraising Authorization and Approval Form (blue)** with signatures
4. Attach the Club Meeting Minutes to the Blue Fundraising Form
5. Turn in the Blue Fundraising Form and Meeting Minutes to Alissa McGowan's box for Student Government to approve
6. Once approved, Student Government will give the form to Bookstore
7. The Bookstore will email the Club Sponsor once the Fundraising has been approved

Checklist – Request for PURCHASES (required to purchase anything)

1. Request a Current Account Summary for your Club and a list of contracted vendors from Joan.
2. Hold a Club Meeting
3. Complete the **Club Meeting Minutes and Roster** with signatures. The minutes must document the approval of the expenditure and include the specific items and cost of the items to be purchased and an estimate/quote from the company/vendor of the items that will be purchased.
4. Fill out the **Student Activities Requisition Form (white, 3-part paper)** with signatures, circle "PURCHASE ORDER".
5. Attach the Club Meeting Minutes, Roster and Quote to the Requisition Form
6. Turn in the Requisition Form and Meeting Minutes to the Bookstore
7. The Bookstore will email the Club Sponsor once the Purchase Order has been approved
8. When the Purchase Order has been approved, the Vendor will be notified and process your order.

The Purchase Order must be in place before anything can be ordered from the vendor. The Sponsor will be responsible for the costs of any order that was placed and/or received on a date that is prior to the date of the approved Purchase Order.

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Checklist - Using **TAX CREDIT** Money for Purchases or * Coaches Stipends

1. Request a Current Account Summary for your Club and a list of approved vendors from Joan
2. Fill out the **Tax Credit Request Form (pink)** with signatures. The purchase must meet the Tax Credit criteria.
3. Attach an estimate or quote for the items.
4. Turn in the Pink Tax Credit Form and Estimate/Quote to the AD for signature. After AD signs, then the Principal must sign. Principal will turn the form in to the Bookstore.
5. The Bookstore will email the Club Sponsor the Purchase Order been approved by the District.
6. Once the Purchase Order is approved, the Vendor will be notified and process the order.

*** Money that has been designated pay for coaches stipends will be encumbered at the beginning of each season** to ensure this money is available to reimburse the district at the end of the season.

Checklist – **CHECK REQUEST** for Reimbursement, * Reimbursement to the District for Coaches Stipends and for a Vendor that does not accept Purchase Orders

1. Request a Current Account Summary for your Club from Joan
2. Hold a Club Meeting
3. Complete the **Club Meeting Minutes and Roster** with signatures. The minutes must document the purchase/stipend and cost of the purchase/invoice for the stipend and the name of the company/vendor/person for the check. Monies for Coaches Stipends are paid directly to the District.
4. Fill out the **Student Activities Requisition Form (white, 3-part paper)** with signatures, circle "CHECK" for check request.
6. Attach the Club Meeting Minutes
7. Turn the completed Requisition and the Meeting Minutes in to the Bookstore
8. The Bookstore will email the Club Sponsor once the Check is ready.
9. The receipts must turned in to the Bookstore within a week of the issued check.

The Check Request needs to be approved before any monies for reimbursement are spent.
The Sponsor will not be reimbursed for any purchases placed prior to the date of the approved Check request.

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