



A CALIFORNIA DISTINGUISHED SCHOOL

Arleta Ilyas
Finance Manager
310-230-6650 ex 5144 ailyas@palihigh.org

MEMORANDUM

To: Anyone who needs a Check from an ASB Account
From: Finance Office
Date: 11/5/15
Subject: ASB Accounts – Instructions for Bluiers

When turning in a "bluie" (Check Request)

- 1) Please make sure the bluie is correctly signed off by my administrator and the coach/Faculty advisor – Sign the right side on the Approved* line.
- 2) The Finance Office requires **48 hours** from receiving completed check request to produce the completed check, plan accordingly!
- 3) All receipts turned in for reimbursements must be originals! NO COPIES
- 4) Reimbursements should be turned in within 30 days of purchase.
- 5) Please check with the Finance office to make sure there is money in your budget before spending it!
E-mail Mayra malapizco@palihigh.org
- 6) All receipts should be from a company, not hand written
 - a. The receipt should state:
 - i. The amount paid or due
 - ii. Who paid it or who the money is due to
 - iii. The receipt should show evidence that the amount has been paid
- 7) Personal reimbursements are used when the purchases cannot be placed with a PO such as
 - a. Gas, food from Grocery Store,
 - b. Very inexpensive items (under \$100)
 - c. Emergency purchases
- 8) Prior approval needs to be given by the Finance Manager (Arleta Ilyas) for personal reimbursements over \$500.
- 9) Gift cards are not allowed to be purchased through ASB funds. This is considered a gift of public funds and a violation of the California Constitution.
- 10) If the ASB is reimbursing you for items or equipment from expense funds, those items are now property of PCHS! That means props, costumes, bats, jerseys... They stay with the program; they are not yours and are not to be given away.
- 11) If a payment is made for services to a person we must have a completed W-9 form so that we can give them a 1099 tax form at the end of the year
- 12) All payments for services (not reimbursements) to PCHS employees will be added to your paycheck and taxed. IT'S THE LAW! NO EXCEPTIONS
- 13) Remember that all of these are to help keep our accounts within the terms of the law. This is what California, our Board of Trustees, and our Auditors require.

Thank you for your cooperation.

Policy Board Approved on: November 17, 2015

15777 BOWDOIN STREET PACIFIC PALISADES CA 90272

Tel: (310) 230-6623 Fax: (310) 454.6076 Web: www.palihigh.org