



A CALIFORNIA DISTINGUISHED SCHOOL

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

MEMORANDUM

To: PCHS Staff, Faculty, and Club Sponsors
From: Arleta Ilyas/Finance Office
Date: 11/5/15
Subject: Request for an ASB Purchase Order or ASB Check Procedures

PCHS Request for Purchase Order or Check Procedures:

- 1) Obtain the required PHCS "Blueie" form from the Finance Office. (Sample attached)
- 2) Prior to submitting the request, confirm the required approval signatures have been obtained on the right side of the form; 1) Finance Manager 2) Coach/Department Chair/or Faculty Club Sponsor 3) ED/AD or AP. CA State Law, the PCHS Board of Trustees and PCHS Auditors require THREE approval signatures.
- 3) NO Purchase Order or Check can be issued if the "blueie" is not appropriately approved.
- 4) NO Check will be issued with out the ORIGINAL INVOICE or ORIGINAL RECEIPT. Copies will not be accepted.
- 5) All invoices/receipts should be from the vendor or company on company letterhead.
 - a. The invoice/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
- 6) Requests for reimbursements should be submitted to the Finance Office within 30 days of purchase.
- 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) Please check with the Finance office to ensure there are funds in your budget before spending it!
E-mail Mayra at malapizco@palihigh.org
- 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, and jerseys... They stay with the program; they are not yours and are not to be given away.
- 11) If payment is made for services to a person, a completed W-9 form must be submitted for annual tax purposes. (See attached W-9)
- 12) All payments for services (not reimbursements) by PCHS employees will be added to your paycheck and taxed appropriately. IT'S THE LAW! NO EXCEPTIONS
- 13) The Finance Office requires **48 hours** to process your request. Please plan accordingly.

Thank you for your cooperation.

Policy Board Approved on: November 17, 2015

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