

**PETALUMA HIGH SCHOOL**  
**ASB Pre-Approval Request (PAR) & Deposit Processes**

**Pre-Approval Request (PAR) Process**

- A. Purchase from a vendor/company** - Confirm with the Finance Office the vendor is in our payment system. If not, send a [W-9 tax form](#) to company for completion. We cannot purchase from a company if they do not return a completed W-9 or are not located in the U.S.
1. Documents needed in packet:
    - a. [Pre-Approval Request \(PAR\)](#) form with signatures from Student Officer and Club Advisor. The form is located in the hanging file located outside the Finance Office. The Finance Coordinator will have the Principal review request and get approval signature.
    - b. [Club Meeting Minutes](#) stating expense and purpose, "Sally will spend up to \$50 for October meeting supplies".
    - c. [Meeting Sign-In Sheet](#) is a list of attendees at a meeting.
    - d. [Quote or printout of cart](#) of items needed.
  2. Give the documents above to the ASB Coordinator for approval and enter onto the ASB Minutes to be forwarded to the Finance Office where it will be processed for payment.
  3. Once approved by ASB and Principal, the purchase can be made.
  4. *When the invoice is received, forward to the Finance Office for payment.*
    - *If purchase is from Amazon, print out invoice that says, "Final Details".*

**B. Individual to make purchase**

1. Documents needed in packet:
  - a. [Pre-Approval Request \(PAR\)](#) form with signatures from Student Officer and Club Advisor. The form is located in the hanging file located outside the Finance Office. The Finance Coordinator will have the Principal review request and get approval signature.
  - b. [Club Meeting Minutes](#) stating expense and purpose, "Sally will spend up to \$50 for October meeting supplies".
  - c. [Meeting Sign-In Sheet](#) is a list of attendees at a meeting.
  - d. [Quote or printout of cart](#) of items needed.
2. Give the documents above to the ASB Coordinator for ASB approval and entry onto the ASB Minutes. It will then be forwarded to the Finance Office where it will be processed for payment.
3. Once approved by ASB and Principal, the purchase can be made.
4. *To receive reimbursement, complete [ASB Expense Reimbursement](#) form and attach all original receipts. Receipts must not have any personal items listed. Reimbursements must be submitted within 30 days of the the purchase or by May 31, whichever is sooner.*

**Deposit Process**

1. Complete [ASB Deposit form](#) including Student Officer & Club Advisor signatures.
2. The Finance Coordinator will get the Principal's signature.
3. Return Deposit form with cash and checks to the Finance Office immediately following collection where it will be double counted.