

REMINDERS FOR ALL BOOKSTORE ACCOUNT HOLDERS

PLEASE ADHERE TO THE FOLLOWING PROCEDURES FOR ORDERING OUT OF YOUR BOOKSTORE ACCOUNT

1. **CHECK ACCOUNT:** Make sure your account has enough to cover expenses **(Call, come in, or e-mail me)**
2. **OBTAIN QUOTE: BUT DO NOT PLACE AN ORDER:** Get a **QUOTE** from the company.
If the company you want to order from does not take P.O.'s then you have to find a company that does (**DISTRICT PROTOCOL**). **I cannot pay your bill without a P.O.**
3. **FILL REQUISITION:** Take Requisition and quote to an Administrator for approval, **but do not place the order.**
NEW REQUIREMENTS PER AUDITORS: Handwritten minutes will **NOT** be accepted. The district is requiring that **all minutes** use the form attached. EVERY Student present at Meeting **MUST** sign minutes form. Otherwise P.O. will not be given for order.
4. After you receive Administrators approval, bring requisition and quote to the bookstore and I will give you a P.O. number (As the requisition says **PLEASE ALLOW UP TO 4 DAYS FOR PROCESSING, now place your order**)

I also want to let everyone know that I suggest **EVERYONE PLACE THEIR OWN ORDERS** so that everyone can complete orders as they wish and how they wish.

FOR EXAMPLE, sometimes a club wants a certain color shirt and when I call the company to place their order, they are sold out of that color. I, then would have to tell them that I have to check with the club and by the time I do that and call back, 2 days have passed. This way the club can directly deal with the company and make changes instantly and orders get processed faster and delivered sooner. I would really appreciate that from all of you.

Also, since we have EVEN more students this year which equals more work for all of us, **I AM NO LONGER GOING TO MAKE CHECKS ON FRIDAYS.**

This will give me time to process paperwork quicker by getting everything else done on Fridays. Please, feel free to come into the bookstore for anything else you may need.