



## Middle & High School ASB Reference Guide

ASB SACS Coding	Fund 01	School XXX	Resource 0064	PY 0	Goal 1156	Function 4900	Object XXXX
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Object	Title	Examples	Per Item Cost Threshold
4300	Materials & Supplies	Consumable materials & supplies	Up to \$499
4310	Materials Supplies - Tech	• Computers & peripherals (components, adapters, parts, cables, projectors, printers, scanners, etc.), Mobile devices (iPads, Chromebooks, etc.), Network equipment	Up to \$499
4400	Non-cap. Equipment	Non-capitalized equipment	\$500 to \$4,999
4410	Non-cap. Equipment – Tech	Non-capitalized technology equipment (See object 4310)	\$500 to \$4,999
5800	Services	Field Trip Admission, Consultants, etc.	-
6400	Equipment	Equipment, Vehicles, Machinery, etc.	\$5,000 or more
6410	Equipment - Tech	Capitalized technology equipment (See object 4310)	\$5,000 or more

### Timesheets Coded to Resource 0064:

1. Attach the ASB PO to the timesheet
2. Submit the ASB-coded timesheet (account string above) & ASB PO to the appropriate Payroll Technician

### Vendor Purchases:

1. Enter a Purchase Requisition (PR) into the Galaxy Purchasing System (account string above)
2. Type in the "Notes" section of the Galaxy PR:
  - a. The purpose of the expense
  - b. The approving ASB PO number

Requirements for Payment Issuance	
Product Invoices	Service Invoices
<ul style="list-style-type: none"> <li>• Product received</li> <li>• Submit to Buyer/Accounts Payable: Receiving documentation (packing slips) <b>OR</b> Receiver signature on invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Services rendered</li> <li>• Submit to Buyer/Accounts Payable: Contract, Rate sheet, <b>AND</b> Admin signature on invoice</li> </ul>

### Field Trips:

1. Collect all documents required to schedule a field trip (See *TVUSD BP 6153 & AR 6153*)
2. On Form 6153 e- A, Field Trip Approval Request - write the ASB account string for the Funding Source & attach the ASB PO
3. Submit all required field trip documents outlined in BP 6153 & AR 6153, as follows:
  - a. **Same-Day Trips:**
    - i. Enter trip request in TransTraks system: <http://triprequest.transtaks.com>
    - ii. Retain original field trip request on-site
  - b. **Overnight Trips:** send original documents to the Assistant Superintendent of ESS to obtain Board approval. Requests must be submitted at least one (1) month prior to the trip.

Type	Processed Through	Required Documents	
Time Sheets	Payroll	• ASB PO	• Time Sheet
Vendor Purchases	Galaxy PR Module	• ASB PO	• Quote, Contract, Order Info
Field Trips	Transportation	• ASB PO	• Field Trip Request