

**INFORMATION CIRCULAR NO. 513**  
Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** June 6, 2005  
**To:** All School Principals  
**Subject:** DISBURSEMENT CHECK SIGNATURES FOR ASSOCIATED STUDENT BODY (ASB) ASSOCIATIONS  
**Department and/or Persons Concerned:** Principals, Financial Clerks, School Secretaries  
**Reference:** Administrative Procedure 2245

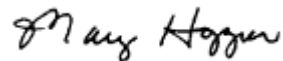
**Brief Explanation:**

The district's Internal Audit Department recently noted that several Associated Student Body (ASB) disbursement checks were signed by only one party. Administrative Procedure 2245, Section C.6 states, "All student body checks must be signed by the principal and treasurer." In most cases, the school secretary or financial clerk is appointed ASB Treasurer by the principal.

In an emergency, your site's Instructional Leader or the Accounting Operations Director may sign ASB disbursement checks, in the absence of the principal or treasurer. However, keep in mind that one of the signing parties must be a site employee, as noted in the procedure. Please be advised that proper procedures for student body disbursements must be followed.

Scott H. Patterson  
Chief Financial Officer  
Financial Operations Division

APPROVED:



Mary Hopper  
Chief Administrative Officer

SHP:jv

Distribution: Lists B, D, E, and F