

## **Vendor Set-up Process for ASB**

- A. Campuses will adhere to all guidelines for Campus Activity Funds and Student Activity Funds.
  - 1. All **campus activity fund** purchases will be made in compliance with District purchasing policies and TEA regulations. All campus activity fund purchases must be made from approved vendors on the purchasing bid list (unless the item purchased is fresh food, or it is purchased from a sole source vendor). The purchasing department is to be contacted if a potential vendor is not on the approved vendor list.
  - 2. **Student/club activity fund** purchases do not have to comply with District purchasing policies. However, no purchase can be made until Purchasing Services assigns a vendor number to the vendor. The assigned vendor number is to be entered on the SAF-115. If a vendor number is not assigned, the vendor will need to complete a W-9 and turn it into Purchasing Services.
    - i. **To Request that Purchasing Adds the Vendor to Teams and ASB Works:**
      - 1. Send email to purchasing department:  
[DL-Purchasing@killeenisd.org](mailto:DL-Purchasing@killeenisd.org)
      - 2. Include the CAF/SAF-115 and the vendors W9 in an attachment
      - 3. Indicate that the vendor is for Student Activity Fund Purchases
      - 4. Please allow 24hrs for the vendor to be added to both Teams and ASB.
      - 5. If requested, purchasing will send a confirmation that the vendor has been added.
      - 6. Check ASB Works for Vendor
- B. Parents/Students/Staff Reimbursements – you will be able to add parents and staff as needed into ASB Works to issue refunds and reimbursements and you will NOT need to contact purchasing for these additions. Please reference your manual for instructions on how to add these persons to ASB Works.