



Dunlap Valley Middle School

Descriptions of Spartan Boosters Inc. Forms

The DVMS Spartan Boosters Inc. is a tax exempt, non-profit organization that supports the DVMS staff and faculty. There are four accounting forms that we use. These forms are available on the DVMS website under the Parents' Club tab. Forms can also be obtained directly from the DVMS treasurer. Hard copies of the forms are maintained in a folder in the DVMS office mail room. ***Copies of our tax exemption letter are also available on the website and in the office mail room folder.***

Check Request: A Check Request form should be submitted when you wish to request a check for either yourself or, more likely, a vendor PRIOR to making a purchase. You will need to attach a copy of the bill to the form, and the check will be issued by the Spartan Boosters' Treasurer. Be sure to indicate on the form whether the check should be returned to you for processing/mailing or whether the Treasurer should mail the check.

Reimbursement Request: A Reimbursement Request form should be submitted when you have already paid for an expense and wish to be reimbursed. A copy of the bill or your receipt must be attached to the form, or your reimbursement will not be processed. Please note that DVMS does not reimburse individuals for tax as our club is a tax exempt organization.

Deposit Notice: A Deposit Notice must accompany any cash, check or credit receipts requiring deposit to the Spartan Boosters' accounts. Please note that the form requires you to indicate the denominations of cash/coins and that all checks must be listed singly.

Concessions Income Report: This report should be completed after each event requiring use of a DVMS Spartan Boosters' cash box. Excess cash and this completed form should be turned in to the office after the event. Specific instructions regarding cash box maintenance are included in each cash box.