

### Deposits:

- A deposit Form must be completed for all cash and check deposits. (Included in Blue Book and on Website)
- Deposits must be delivered in person to the Treasurer
  - Location /Dates/Times require prior arrangement
    - Request is during the board meetings or other time/date approved
      - No leaving deposits at school or delivering to anyone else
- Deposits will be verified at the time and delivered to the Treasurer. Incorrect amounts will be returned.
- Deposits must be delivered within 5 days of receiving or completion of the event.

### Check Requests:

- Check Request Form must be completed and sent electronically to the Treasurer (Included in Blue Book and Website)
- Check Requests require a detail receipt of purchases (request that purchases not included in the request NOT be included in the receipt)
- Check Requests must include the Char or Co-Chair of the event in the email request
- All check requests exceeding \$200, must have prior approval from the mentor. An email approval of the mentor, must be included in the request
- Checks will be mailed to the recipient and address included in the check request
- Checks are issued each Wednesday. Check requests submitted prior to Wednesday will be issued on Wednesday.
  - This includes vendor invoices as well. Information should be relayed to vendors at time of invoicing. **Exceptions to weekly check issuing require approval by the Treasurer and President. Request must be from the Committee Chair.**
- All reimbursement requests must be submitted within 30 days of purchase or the completion of the event.

### Budget/Financial Reports:

- A detailed list of all income and expenses are due within 30 days of the completion of the event.
- The detailed list is provided by the chair/co-chair and sent to the following individuals:
  - Mentor
  - Treasurer
  - President
- Committees are expected to monitor spending to align with agreed upon budget.

### iPad Usage:

- 4 iPads are available for use for events.
- iPads are stored by Lisa Williams, Past President
- iPads must be requested 5 days prior to desired date
- Requests are sent via email to Treasurer and Lisa Williams
- Lisa Williams will provide availability and details of pickup
- iPads must be securely stored and are the responsibility of the requester
- iPads must be returned to Lisa Williams within 2 days following the event. Email confirmation of date/time must be included to both Lisa Williams and the Treasurer.