

## CLUB ACCOUNTS PAYMENT FORM

DATE: \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

REPRESENTATIVES: *(REQUEST MUST BE ENDORSED BY CLUB ADVISOR AND TREASURER)*

CLUB ADVISOR: \_\_\_\_\_  
NAME (PRINT) SIGNATURE

CLUB TREASURER: \_\_\_\_\_  
NAME (PRINT) SIGNATURE

PLEASE MAKE CHECK PAYABLE TO: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

TAXES INCLUDED-REIMBURSEMENTS ARE NOT TAX EXEMPT

MEMO: \_\_\_\_\_  
Invoice #, Description of Reimbursement, Etc.

INVOICE MUST BE ATTACHED TO THE WITHDRAWAL FORM *(No withdrawal will be processed without proper documentation.)*

\_\_\_\_\_ CHECK TO BE PICKED-UP (INSTEAD OF BEING SENT TO VENDOR)

CHECK # ISSUED: \_\_\_\_\_ (To Be Completed by Business Office)

DATE COMPLETED: \_\_\_\_\_ (To Be Completed by Business Office)

**ALL REQUESTS MUST HAVE CLUB MEETING MINUTES ATTACHED, COMPLETED WITH CLUB APPROVAL (vote results must be submitted.)**

### FOR ADMINISTRATOR USE ONLY

PRINCIPAL APPROVAL: \_\_\_\_\_  
SIGNATURE REQUIRED



# Public Schools of the Tarrytowns

Assistant Superintendent for Business, 200 North Broadway, Sleepy Hollow, New York, 10591

## CLUB MEETING MINUTES FORM FOR PAYMENTS

CLUB NAME: \_\_\_\_\_

MEETING START TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
DATE: \_\_\_\_\_ MEETING END TIME: \_\_\_\_\_

### ACTION ITEMS:

1.

2.

3.

A motion to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was proposed and approved by \_\_\_\_\_  
\_\_\_\_\_

Vendor: \_\_\_\_\_  
Amount \$ \_\_\_\_\_

4.

YES	NO	Abstention

I certify that the minutes indicated above accurately reflect the Club's action items for this meeting.

CLUB PRESIDENT or TREASURER SIGNATURE: \_\_\_\_\_

FACULTY ADVISOR SIGNATURE: \_\_\_\_\_

# Procedure For Payments

- Please allow at least 3 business days to allow checks to clear prior to accessing that money.
- At a club meeting, a motion and “yes” vote must occur to spend a specific amount of money for a specific purpose
- Fill out a “Club Accounts Payment Form” completely with necessary signatures.
- Reimbursements are no longer permitted, expect with explicit approval from the Assistants Superintendent for Business.
- Petty is limited to \$100 per officer or advisor at a time and needs to be approved by club members prior to purchase.
- Send form to Alejandra Ryan at the Business Office.
- The “Club Accounts Payment Form” must be accompanied by the attendance for the meeting, a “Club Meeting Minutes Form for Payments” and an invoice for payment.
- All payments will be made via hard-copy check.