



Public Schools of the Tarrytowns

Club Accounts Payment Form

Date: _____

Name of Club: _____

REQUEST MUST BE ENDORSED BY BOTH THE CLUB ADVISOR AND TREASURER

Club Advisor: _____

Print Name

Signature

Treasurer: _____

Print Name

Signature

Please make check payable to: _____

Amount: _____

Taxes included - Reimbursements are not tax-exempt

Memo: _____

Invoice/Receipt #, Description of Reimbursement

INVOICE/RECEIPT MUST BE ATTACHED TO THE PAYMENT FORM
(NO PAYMENT WILL BE PROCESSED WITHOUT PROPER DOCUMENTATION)

Administrator's Approval: _____

Signature

Date: _____

FOR BUSINESS OFFICE USE ONLY:

Check # Issued: _____

Date Completed: _____



Public Schools of the Tarrytowns

Assistant Superintendent for Business 200 N Broadway, Sleepy Hollow NY 10591

Club Meeting Minutes Form for Payments

Name of Club: _____

Date: _____ Meeting Start Time: _____ Location: _____

Meeting End Time: _____

Action Items:

1.

2.

3. A motion to: _____

Proposed and approved by: _____

Vendor: _____

Amount: \$ _____

4.

Vote Count

Yes

No

Absent

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

Club President or Treasurer Signature: _____

Club Advisor Signature: _____

Procedure for Payments

- Fill out a “Club Accounts Payment” form completely with necessary signatures.
- The “Club Account Payments” form must be accompanied by the attendance for the meeting, a “Club Meeting Minutes for Payments” form and an invoice/receipt for the payment.
- At a club meeting, a motion and “yes” vote must occur to spend a specific amount of money (or estimate) for a specific purpose - please include the amount in motion.
- Reimbursements are not recommended, they are considered a “last resource” option. If an invoice or bill cannot be acquired, an itemized receipt (original) will need to be provided.

Please note: Additional documentation will be requested in order to verify purchase/payment and to complete the reimbursement.

- Please send all forms to the main office (Joanne in the HS or Heidi in the MS) to be signed by the Principal. The secretaries will forward signed forms to Ruby Moronta (Central Treasurer) via email or interoffice mail.
- All payments will be made via hard-copy check.