

Club/Class or Organization Procedures and Accounting Information:

When you make a deposit, withdrawal or pay for an invoice or expenses you will need to record it on your ledger that is included.

Purchase or Check Request Form:

When to submit a Request Form:

Processing time – Allow 5 – 7 days for processing (that is after administration office receives the PO)

- 1. Submit request before you purchase ANY merchandise which includes any type of reimbursement to yourself – even if you do not have the total of what you will be ordering, buying or where you are buying from. Just write a note explaining what you are doing.**
- 2. Remember we pay no sales taxes – get sales tax form.**
- 3. Do not purchase anything without prior approval.**
- 4. Try to always have some form of paperwork/receipt/invoice attached. There are few exceptions.**

Deposit Information:

- 1) Checks: should contain Name, address, phone & driver's license number. Written for only the amount of purchase and not post dated.
No cashing of any personal checks.
District NSF fee per check is \$25.00 collection will apply after proper notification and any fees associated with court costs for collection.**
- 2) Coins: Roll coins when you have enough of that denomination in your possession.**
- 3) Any and all monies are required to be in a secure location daily. You are responsible for all funds that are lost or stolen.**
- 4) Two people will count all funds received for a deposit and sign off on the sheet provided.**

Receipts: Issue a receipt for all cash collected from individuals.