**Committee Reimbursement/Checks/Deposits/Petty Cash Instructions**

The main office safe will be used for petty cash and deposits. The safe will be programmed with a new code that will be provided to the Committee Chair prior to the event by the HSA Treasurer. If any assistance is needed, please contact either the HSA Treasurer or the school secretary, Lyn West.

Check Requests/Reimbursement & Tracking

* A blank event record is issued at the Committee kickoff meeting
* The budget for your event will be listed at the top of the event record form
* Note each expense on the Event Expense Record sheet to track spending
* W-9 and tax exemption forms for purchases (to avoid paying sales tax) under resources
* Complete Payment/Reimbursement request form
* Check requests – include invoice
* Reimbursements – include receipts/invoices (must show PAID)
* Submit request emailing request & copies of receipts/invoices to treasurer@titushsa.com

Deposits

* Complete a Daily Cash/Check Record & Deposit Form
* Place cash/checks in plastic bank deposit bag (supplies kept in main office safe)
* Note on the bag: your initials, date, and total of deposit
* Put bag(s) (sealed) into the safe at the end of each day of the event
* Email treasurer@titushsa.com that the deposit is in the folder waiting for pickup

Petty Cash Requests

* Complete a Petty cash request form
* Email treasurer@titushsa.com completed request form (a week prior to event)
* Petty cash will be dropped off date needed (as noted on form) and stored in the main office safe

***All forms can be found on Titus Elementary website:***

***Parents/students - Home and school - How you can help – Resources - Committee procedures and forms***