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

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 by either:
* Emailing request & copies of receipts/invoices to treasurer@titushsa.com
* Placing in Treasurer mailbox & emailing treasurer@titushsa.com to pick up

Deposits

* Complete a Daily Cash/Check Record & Deposit Form
* Place cash/checks in plastic bank deposit bag (provided at kickoff meeting)
* Note on the bag: your initials, date, and total of deposit
* Put bag(s) (sealed) into the treasurer folder
* 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 (preferably a week before event)
* Petty cash will be dropped off date needed (as noted on form)
* In a sealed plastic bank bag placed in the events folder in the office file cabinet

***\*All forms can be found on HSA website: How you can help / Resources***