WRSHA Treasurer Form 2017 -2018

Committee Reimbursement/Deposit

Instructions:

- Complete separate forms for Reimbursement and Deposit Requests; do not mix Reimbursement and Deposits on one form.
- Payment Requests with multiple receipts can be attached to one form as long as they belong to the same Committee. You cannot mix receipts on one form from different Committees even if the payee is the same.
- Submit deposit forms within 10 days of your fundraiser and all payment requests are due within the school year.
- Submit this completed form in the "Treasurer" hanging file folder beneath the teacher mailboxes in the front office.
- CASH or CHECKS: For security reasons, arrange an in-person drop off with the Treasurer for cash and checks.

[Submit completed forms to the WRSHA Treasurer]

Questions? Contact Melanie Chiodo, WRSHA Treasurer, at (347) 229-6116 or treasurer@wrsha.org

Submitted by: _____ _____

Print Name *Signature*

Date: _____ **Phone #:** _____

Committee/Budget Category: _____

Deposit Request:

1. Deliver cash and checks ***in person*** **to Treasurer**.
2. Sort cash into ascending denominations. Use coin rolls when needed.
3. Sort checks into ascending order by value. Remove all staples.

Currency	$_____	1's _____ 5's _____ 10's _____ 20's _____ 50's _____
Coin	$_____	Pennies _____ Nickels _____ Dimes _____ Quarters_____
Total Cash	**$**_____	
Checks	**$**_____	**Number of Checks** _____
Total Deposit	**$**_____	

Payment Request:

1. Invoice or receipt(s) must be attached. Receipts will not be returned. Copies are acceptable.
2. Remember, we do not pay or reimburse Sales Tax. Use the ST-5 form available in the Treasurer's file folder in the WRS office.
3. Reimbursement will be sent by school mail unless other arrangements are made.
4. Payment will be by check only, and typically will be sent within two weeks of request. Please plan

Make payment to: _____ Amount: $_____

Print name

Child's name (for school mail): _____ Teacher: _____

Description of expenses: _____

Treasurer's Use Only: Received _____ Deposited _____ Paid _____ Check # _____ Ledger _____