

WRSHA Treasurer Form 2019-2020

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 Ritesh Patel, WRSHA Treasurer, at (732) 977-7475 or treasurer@wrsha.org

Submitted by:	_____	_____
	<i>Print Name</i>	<i>Signature</i>
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: \$ _____
	<i>Print name</i>	
Child's name (for school mail):	_____	Teacher: _____
Description of expenses:	_____	

<i>Treasurer's Use Only:</i> Received _____	Deposited _____	Paid _____	Check # _____	Ledger _____
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