

Charger Spirit Club

Check Request/Reimbursement and Deposit Procedures

When requesting payment for a vendor or individual reimbursement:

1. Fill out the 2017-18 Check Request/Reimbursement form completely.
2. Attach original receipts or invoice
3. Make sure to use the tax exempt form- If you pay tax, make sure to subtract tax from your reimbursement- SALES TAX cannot be reimbursed.
4. If you would like the check mailed to you, include a self-addressed stamped envelope.
5. Please allow a minimum of one week to receive payment or reimbursement, so be sure to get your form and receipts in early.

When making a Deposit:

1. We recommend you fill out the deposit form electronically. The form is an excel spreadsheet and will calculate cash and checks for you.
 2. **You must fill out the check detail** on sheets 2 and 3 of the form if you are depositing checks- check number, name, address w/zip, spirit member name (if known) and committee. This information is very important if we have to track a check or contact someone for NSF.
 3. When possible, include spirit team member's name on memo line of check
 4. If you have cash, it must be double counted (checks do not), you may be one counter, but have one other person count as well and both need to sign the form on the counter signature lines.
 5. Please get completed deposits to treasurer within one week of event. Checks need to be deposited promptly.
 6. If you are at an event and are using petty cash and CSC Cash bags- please have 2 people count cash (do not have to count the checks) and fill out the hard copy deposit form in the cash bag, sign and give cash bags to treasurer at the end of the event.
- Deposit, Reimbursement and Tax Exempt Forms are all available at www.Chargerspirit.org
 - Please fill out all forms COMPLETELY and include receipts and all documentation or your request will be delayed
 - **ALL CHECKS SHOULD BE PAYABLE TO: Charger Spirit Club**
 - Contact Treasurer, Andrea Solomon- solothum2@gmail.com with any questions