

<b>SECTION 30</b>	<b>EXPENSE and DEPOSIT FORMS</b>
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**General**

The following presents information on the completion and processing of EXPENSE and DEPOSIT Forms. Blank copies of deposits and expense forms are kept at the Treasurer’s table.

When filling out forms use a ball point pen (not a felt pen) & press heavy. **When filling out forms print clearly.** Remember what you write has to transmit from the top form through three (3) copies below.

Please do not take any pens from the treasurer table.

**Submission of EXPENSE AND DEPOSIT Forms**

When submitting an EXPENSE FORM to request a check include:

- Date: Of the request
- Disposition: Mail check or Pick up After Meeting
- Submitted By: Individual Submitting the request – in case there are any questions
- Committee: Enter the name of the committee/event/trip for which the expense is incurred
- Expense: Clearly detail what the expense is for and include the Invoice#(s)
- Amount: How much is the check for
- Payee: Clearly print the name to whom the check is to be made out to
- Address: Mailing address (do not assume I know the name of the payee)
- Approval: Please have the check request approved by your respective VP (or other VP/President, in their absence) before submitting.
- Attachment: An original, detailed invoice/receipt, must accompany all check requests.

When submitting a DEPOSIT FORM include:

- Date: Of the deposit
- Submitted By: Individual submitting the deposit – in case there are any questions
- Committee: Enter the name of the committee/event/trip for which the deposit is made – print clearly
- Itemization: Enter the details of the monies being deposited including the amount of cash on one line and the number of checks by denomination on separate lines (e.g.  

Cash	= \$XXX
10 @ \$30	= \$300
5 @ \$25	= \$125
1 @ \$100	= \$100
- Total: Enter total amount being deposited

NOTE: When submitting a deposit, it is good practice to wait for me, or one of my Assistants to confirm the amount, initial the deposit slip, and give you your copy.

**Other Deposits**

If someone deposits money directly to the checking account, please be sure to give the Treasurer the deposit slip w/ a completed deposit form so that the money is posted to the correct category.

**Recognition Deposits**

All recognition coupons/vouchers can be submitted as part of a deposit.

NOTE: Do not include the amount of coupons/vouchers with the total amount to be deposited - List the amount separately on the deposit form so it will be treated properly as transfer from administration.

**SECTION 30** **EXPENSE and DEPOSIT FORMS**

**Treasurer Actions for DEPOSIT AND EXPENSE Forms:**

EXPENSE Forms – Enters the check # for expenses submitted, Date Paid and Initials

DEPOSIT Forms – Enters Checked By Initials and Receipt #

These forms are separated by color for distribution:

- White Retained by Treasure along with any attachments
- Yellow Given to Finance Chair
- Pink Given to the respective Vice Presidents
- Gold Given to the Committee Chairperson/ Event Chair or Trip Leader

NOTE: It is the responsibility of the Committee Chairperson/ Event Chair or Trip Leader to go to the Treasurer's table and collect their EXPENSE AND DEPOSIT gold form(s). These forms are utilized when completing required Financial reports.

**Appropriations**

If your committee needs to make an appropriation for money, the forms are available from the Treasurer.

Appropriations are for expenses over \$500 that come out of the club's general fund and have not been deposited by the committee making the request prior to payment needed to be made.

The President or VP's MUST sign all appropriation requests.

All appropriation requests must be voted on at general meetings of the membership. Check with the Club officers before the meeting.

Revised: 6/04, 09/03 fc