



CHECK REQUEST FOR EXPENDITURES LESS THAN \$100.00

A Check request form is to be completed and approved before any monies can be disbursed and is used for reimbursements less than \$100.00. These items would not be included with the purchase order requisition which is discussed in greater detail in Section B.

Supporting Documentation: All requests for payment must have the original receipt(s) attached. There should be no comingling of personal items on the receipt.

The completed check request details the purpose of the check along with the amount requested to ensure that the proper control measures are being followed. If the original documentation is lost or destroyed a copy must be submitted, the top of the invoice copy should be marked "Original." Make sure that the original has not already been submitted for payment before sending the copy of the invoice to the School's Bookkeeping Office for processing.

The volunteer adequately accounts for the expenses within a reasonable period of time which is no more than 30 days after the expense was incurred. Expenses turned in after the 30 day deadline may not be reimbursed. **Planning well ensures timely reimbursements.**

Required Vendor/Volunteer Information: The following information is required for the vendor data base files plus it provides the necessary information should we need to contact the vendor/volunteer.

Complete Name of Vendor, First name followed by last name. For organizations; complete name of organization.

Full Address: Street No. and Name, Town, State and Zip Code.

Cell Number beginning with area code.

Check Amount: Enter the total amount requested.

Purpose of Payment: Document the volunteer business purpose for the payment. Examples: Purchase of Halloween supplies at Target, Snacks for the classroom Christmas party, etc.

Date Check Required: Enter the date the check is needed. Remember to allow a two week lead time for reimbursement, please plan accordingly. The bookkeeper will stamp date of receipt on the check request form

Incomplete and inaccurate Check Request Forms will be returned to the coordinator for correction and resubmission; this will delay issuance of the check.

Adherence to the above guidelines and instructions will enable the volunteers to be paid in a timely manner.

Requestor: The originator of the request; Requestor, needs to sign the original form and the individual who is authorized to approve expenses for that budget.

Approvals: The Authorized Signature, only one signature is needed in the Authorized Signature area.

As a rule, all checks are mailed directly from the school bookkeeper's office to the volunteer. Should an unusual, non-recurring situation arise, special handling of the check may be possible. If so, please check the box, "Route to Requestor".

Expense Reimbursements:

1. Check request form and all receipts are to be enclosed in an inter-office envelope marked to the attention: School Bookkeeper.
2. The envelope is then place in the School Bookkeeper's mailbox located in the Main Office.
3. Volunteers will need to list and justify each expense for which reimbursement is requested.
4. The expenses are reviewed by the School Bookkeeper to make sure that only justified expenses are reimbursed. Expenses such as babysitting services and auto mileage will not be reimbursed.
5. Once steps 1 – 4 are completed, the school bookkeeper will forward the check request packet to the Principal for their signature.
6. Volunteers are responsible to keep track of all of their class/club expenses. You are responsible for providing an accounting of all income and expenses incurred.
7. Lead time must be built into your expected turnaround time for your check(s).
8. Allow two full school weeks for check to be processed.
9. If a parent, other than a Room Parent, purchases items, etc. for a class in which they are to receive a reimbursement, they must first receive pre-approval, provide the necessary receipts, complete a Check Request Form, and submit it to the Room Parent. It is the Room Parent's responsibility to submit the Check Request to the School Bookkeeper.

At no time are Room Parents to use the cash collected to pay for anything prior to the monies being deposited. All monies must run through the School Business Office as per Diocesan Policy.

Room Parents must consult with their teacher to obtain their approval prior to planning or purchasing items.