

PROJECT GRADUATION – MONEY HANDLING PROCEDURES

Cash Bag Request:

- Send email request to Treasurer at least 48 hours prior to event.
- Detail total cash amount needed, specific denomination breakdown, contact information, and delivery location.

Deposit Slips for Checks and Cash:

- Complete all information requested on DEPOSIT FORM and submit to Treasurer.
- May complete at the end of an event or just when needing to reduce money on hand.
 - List inventories in order to reconcile what is available
- Please complete separate DEPOSIT FORMS for checks, cash, and coins.
- All DEPOSIT FORMS require two counters and two signatures to verify total – not including the person making bank deposit.
- Special requests to assist person making deposit.
 - No staples.
 - Separate cash denominations.
 - Have all bills facing the same direction.

Check Requests for Paying Vendors and Expense Reimbursement:

- Complete all information requested on CHECK REQUEST FORM and submit to Treasurer.
 - ★ All vendor check requests needed PRIOR to event should be submitted 7 days prior to event.
 - ★ All other expense reimbursement requests should be submitted within 14 days after event.
- LTHS PG does not reimburse sales tax. Exemption Certificates are available on website.
- Special requests
 - Staple receipts / invoices or any other document to CHECK REQUEST FORM.
 - Make copies for your records.

It is our goal to pay our vendors and reimburse you within 14 days of receipt of request.