



## **RH Sports Booster Club Money Procedures**

### **For Reimbursement (after you have paid for the item(s)/ service)**

1. Complete all information on the Booster Money Request – Teams form (updated 8/23)
2. Scan form along with the following information:
  - a. Receipts- paper from the register or handwritten bill of sale on letterhead, or email signed with name of the business
  - b. Paid invoices- computer generated or handwritten on company letterhead indicating what was purchased.
3. Email everything to the Treasurer at [rhsbtreasurer@gmail.com](mailto:rhsbtreasurer@gmail.com)

### **Money request (when requesting cash/check in advance of payment)**

1. Complete all information on the Booster Money Request – Teams form (updated 8/23)
2. Scan form along with the following information:
  - a. Invoices- computer generated or handwritten on company letterhead indicating what is being purchased.
  - b. Fees paid to be paid to refs/ judges- need an email from who is requesting the payment and amount, including a signature and contact information.
3. Email everything to the Treasurer at [rhsbtreasurer@gmail.com](mailto:rhsbtreasurer@gmail.com)

**Payments will be made as soon as possible but can take up to 10 business days to process through the bank.**

### **For Deposits**

1. Complete all information on the Booster Money Deposit – Teams form (updated 8/23)
2. Make copies of all checks received
3. Include form, copy of checks and all money received (cash and checks) in a sealed envelope and mark RH Sports Booster Treasurer.
4. Drop off to the Main Office at the High School in the Sports Booster mailbox
5. If large amounts of cash, please ask office staff to put in safe.