



SPX Mother's Club

Reimbursement Procedures as of August 2020

Check Request Forms – Available on MC Dropbox

- Fill out check request form completely, then photograph or scan the document
 - Date of Request
 - Name of Requester
 - Check Payable To
 - Address (if check is to be mailed)
 - Invoice Date
 - Invoice #
 - Description: Project Name
- If you do not know the correct Expense Code for your program, please add details to the description but leave the code blank. The Treasurer will complete it for you.
- Photograph or scan original receipts for products or services, please ensure you include the detail receipt and the credit card receipt
- Submit the check request form AND receipts electronically to [MCTreasurer@spxstudent.org](mailto:MC Treasurer@spxstudent.org) **within 30 days of the expense**
- Check requests with a complete form and detailed receipts will be promptly processed and submitted to the business office for payment
- Incomplete requests will be returned to the applicant for revision and will result in a delay of the reimbursement
- The final date to submit expenses for the current school year is **May 31st**

Cash Procedures

- Due to COVID19 Mothers Club events should not be utilizing cash for payments. However, in the event cash is collected it should be handled in the following manner.
- Cash should be collected, counted and placed in an envelope by the committee chair or designated representative
- On the outside of the envelope write:
 - Total value enclosed
 - Event
 - Date
 - Your Name Printed
 - Signature
- Photograph the envelope and send a copy of the photograph to [MCTreasurer@spxstudent.org](mailto:MC Treasurer@spxstudent.org)
- All envelopes should be given to Treasurer or Co-Presidents
- All Cash and Checks should be placed in the SPX safe
- **Per Archdiocese rules, no money should leave SPX campus**