

Guidelines for Deposits & Reimbursements

Deposits

- Money is not to be taken home it is to be counted in the PAC Room with 2 people present. This is for everyone's protection
- Money brought in is not to be used to purchase items meant for the function going on, reimbursements will be issued or ask for a cheque ahead of time (quote / invoice required). We need to account for all money collected and all money spent in order to have a true value of what things cost.
- Two people are to count the cash / cheques and roll the coin, recording the amounts on a deposit slip, and signing in agreement. Money should always be pre-counted before the treasurer receives it.
- Deposit slips can be found in the 3rd drawer of the filing cabinet.
- Deposits are to be locked up in the safe.
- Phone or email _____ I that there is a deposit ready to pick up (604) _____ @ _____

Reimbursement for expenses

- Please allow some notice to have cheques written for expenses, please don't leave it until the day of.
- Please use reimbursement forms, receipts with the items must be attached to the back, do not purchase other items on the same receipt such as personal items.
- Reimbursement will not be issued if you do not have a copy of the receipt or invoice.
- Reimbursement Forms can be found in the Treasurer's Box or on the bulletin board
- Phone or email _____ if a cheque is required (604) _____ @ _____

PAC Safe

- Only PAC money is to be kept in the safe, money for other school functions is to be kept in the school safe; please see the secretary for assistance.
- Do not share the combination with anyone, if someone needs the combo, please have them see the treasurer.

Please call or email _____ I if there are any additional inquiries.

Reimbursements and deposits will be done first thing (day of week) mornings on a weekly basis.