

## **Procedure to Request Reimbursement of Expenses**

1. Complete a **Check Request** form and attach all applicable receipts and/or invoices. Forms may be obtained from the school office or via email from the PSO Treasurer.

Note: Check Requests will **NOT** be processed if receipts and/or invoices are not attached.

2. Return the completed Check Request form to the school office for approval by Mrs. Brzezinski, Holy Name Principal.

Note: The PSO Treasurer will ensure that the appropriate approvals are obtained.

Upon appropriate approval(s) of the Check Request, the PSO Treasurer will send the request to Kim Shepard, Holy Name Parish Finance Director. Ms. Shepard will write the check and return it to the requesting individual or vendor either by U.S. mail or Holy Name School back pack mail.

## **Procedure to Deposit Money**

The PSO Treasurer will deposit all PSO dues, cash or checks to the PSO checking account. The Holy Name Parish Finance Director will deposit all other cash or checks from fundraising events into the Holy Name Parish checking chart of accounts, PSO.

If **only one** check or amount of cash is received, then it may be remitted to the PSO Treasurer with a note on it indicating who it is from and why it was received.

If **more than one** check and/or cash amount is received a ***Holy Name Deposit Record*** listing all cash and/or checks received must be completed and provided to the PSO Treasurer along with the cash and/or checks. A copy of this form may be obtained from the school office or via email from the PSO Treasurer.