

## USING PAYMENT VOUCHER FOR ST.DENNIS H&S EXPENSES

The rules are that if anyone is on a committee and there are expenses that need to be paid, they must fill out a voucher form first, in order to get funds. The most common reasons for needing a voucher are:

- 1) Request for personal reimbursement -- for using personal funds to buy Home & School items.
- 2) Request for a petty cash advance --for concessions start up \$\$ or for use in paying event expenses.
- 3) Request to pay an invoice directly to a vendor. (ex: we ordered decorations/items that were delivered, and they sent an invoice along that needs to be paid within 30 days, etc.)
- 4) Request to pay a vendor for items ordered on C.O.D terms. We placed an order with a company, and will need to pay for the items upon delivery. Common with food orders, etc.

Committee Team Leaders and members can get voucher forms by either downloading the .pdf version of the voucher form via the school website, or hard copy forms are also stored in the H & S Treasurer's mailbox located in the teachers' lounge.

Please fill out the voucher form completely.

Remember that receipts or orders/invoices must accompany the voucher as supporting documentation for the purchase, by stapling them to the back of the voucher form. (Vouchers without supporting documents will be returned to you.)

Completed vouchers should be either placed in the H&S Treasurer's mailbox or given directly to the H & S Treasurer for processing.

### Notes/Reminders:

- ❑ The St. Dennis Finance Office actually prints the checks for the Home & School Association (not the Treasurer).
- ❑ St. Dennis is a non-profit, religious and educational organization that is exempt from paying sales tax on purchases. For this reason, any sales tax portion on purchases (if paid) will not qualify for reimbursement.
- ❑ Please allow 3-5 days advance notice when requesting petty cash or COD payments.
- ❑ Personal reimbursements can be expected to be paid in approximately 7-14 days of receipt of request.
- ❑ Invoices from vendors will be paid according to the payment terms on the invoice.
- ❑ For questions, please contact the H & S Treasurer, Steve Daggett, [thedaggetts@charter.net](mailto:thedaggetts@charter.net)