

**Glen Rock Middle School/High School
Home & School Association**
Finance Procedures

Welcome to the Treasurer's page!

Thank you for volunteering with the HSA. In order to keep things running smoothly we ask for your help with the following:

We are a not-for-profit organization exempt from paying sales tax. If you make any purchases on behalf of the HSA **please use our tax exempt certificate** when shopping so that we are not charged for tax. A copy is available under Forms as well as:

■ Tax Exempt HSA Form ST_5_ Revised 2021.pdf [Click Here](#)

Check Request/Expense Reimbursement:

When possible, please have businesses/organizations bill the HSA directly. Please complete the **Check Request/Expense Reimbursement Form** <https://forms.gle/ZsRyELvf18Seh4NG8> upload invoice and send it to the Treasurer for payment. If you make a purchase on behalf of the HSA you are responsible for submitting the invoice to the Treasurer for payment.

In some cases you may need to make purchases for the HSA using personal funds. To be reimbursed, please use the same form as above, attach receipts and send to the Treasurer.

Please send check requests **at least one week** prior to the date when a check is needed. Please note that check amounts greater than \$500 require two signatures and may take more time.

Deposits:

If you are responsible for an event where you will need a cash box or a credit card reader, please contact the Treasurer at least one week prior to the event to make arrangements to pick up the cash box and/or credit card reader. Within three days of the event, please count receipts and then download, complete and print the **Funds for Deposit Form**

■ Funds for Deposit Form.xlsx [Click Here](#). Please contact the Treasurer to arrange a mutually agreed upon time to drop off the funds and card reader. Do not leave money in the HSA mailbox.

If you have any questions, please let me know. Thank you for your assistance.

GRMS/HS HSA Treasurer
Treasurer@GlenRockMSHSHSA.org