

Sunnymead HSA Treasurer's Form

General Instructions: Please complete a form for deposits or reimbursements. Submit deposits within a few days of your fundraiser. Do not hold onto deposits. It will be the responsibility of the chair to collect the funds plus any bank charges for checks with insufficient funds. Please submit form directly to the treasurer for deposit. **Separate forms should be submitted for deposits and/or reimbursements not combined on one form.**

Submitted by: _____		
Print Name (Required)	Email	
Phone Number	Child's Name (for school mail)	Teacher
For: _____		
Committee (Required)		

Deposit:	
Currency \$ _____	(_____ 1's _____ 5's _____ 10's _____ 20's)
Sort into ascending denominations	
Coin \$ _____	(_____ Pennies _____ Nickels _____ Dimes _____ Quarters)
Total Cash \$ _____	Please hand deliver cash deposits to Treasurer
Checks \$ _____	Total number of checks _____ (Attach check listing)
Total Deposit \$ _____	

Payment request: Invoice or receipts must be attached. Receipts will not be returned, copies are acceptable. All information requested below is required for payment.	
Mail payment to:	
Print Payee Name	Total Amount
Mailing address:	
Description of Expense: Note: Describe briefly below and itemize on back if necessary. If expenses are for different committees, separate forms must be submitted.	
Authorized by: _____ Date Approved: _____	

To be completed by HSA Executive Board only:

Received _____ Deposited _____ Paid _____ Check # _____