

## **CASH BOXES/DEPOSIT FORMS**

- Please let me know two or three days before your event how many cash boxes are needed. Fill out the *Cash Box Request Form* so I know how much money you need.
- Count the money in your cash box to confirm it is the amount requested.
- When your event is over, count all the money in the cash box, and complete the *Boosters Deposit Form*. Please return the cash box(es), money, and form to me.
- **ALL CASH AND/OR CHECKS FOR DEPOSIT MUST BE ACCOMPANIED BY A BOOSTER DEPOSIT FORM.**

## **CHECK REQUEST FORM**

If you need to be reimbursed for any expenses incurred for a Boosters activity, fill out a *Check Request Form* and attach your receipts. Please turn in your request for reimbursement to me as soon as possible after your activity. If you have a large expense to pay, just let me know and we can make arrangements to get a check to you. If you need additional check request forms, you may copy them, or I will be happy to get some to you. Forms are also available on the Boosters web page; [www.gsboosters.org](http://www.gsboosters.org). Thank you for your cooperation. Please feel free to contact me if you have any questions.

Sincerely,

Brandon & Tonya Smith, Treasurer  
654 S. Park Blvd.  
Glen Ellyn, IL 60137  
918-688-5210  
[Treasurer@gsboosters.org](mailto:Treasurer@gsboosters.org)  
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