

H.S.A. EXPENSES Submission Guidelines

Committee chairs are responsible for all expenses/income associated with their committee (invoices & receipts)

General guidelines for expenses:

- 1) All invoices/receipts for payment should be submitted within 10 days and must be approved by a committee chair. A hard copy of the invoice must include:
 - a. Committee chair's printed name & signature,
 - b. Name, address and phone number of recipient,
 - c. Approval date and,
 - d. The statement: "OK to pay"
- 2) All invoices/receipts should be submitted with the **expense cover sheet** (on 2nd page of this document). You can print it or find copies in the school main office
- 3) The hard copies of invoices and receipts should be placed in the treasurer's mail box in the main office
- 4) Allow one week for reimbursement checks. All checks must be cashed out within 10 days of receipt or they will be voided.

For Income please refer to the Income/receipts Guidelines Document.

If you have any questions or concerns, please email:
Natalya Michaels (Natalya.michaels@gmail.com) or
Kate Williams (houseofhugh82@yahoo.com)

Thank you

H.S.A. Treasurers

Maugham H.S.A.

Expense Cover Sheet

Date _____

Committee _____

Event _____

Number of Invoices _____

Total amount \$ _____

Reviewed by _____

Payable to _____

Comments _____

Checklist –

Please,

- 1) Make sure the invoice copy includes the following:
 - a. The committee chair's printed name and signature.
 - b. Vendor/recipient's name, phone number, address (where to send the check to),
 - c. approval date and,
 - d. the statement: **“OK to pay”**
- 2) Place cover sheet, and invoices in the treasurer's mailbox in the main office.

Thank you!