

# Oak View Home & School Association



We have updated the Treasurer Forms in preparation for the new school year! Below, you will find a brief description of each form. All forms will be available on the Oak View website (link will be provided):

## **OVHSA Cash Box Request Form**

This form is to be used if you need start-up money for an event to make change. Please be sure to complete all fields of the form. Note the space for **date needed**. Cash Box Requests must be submitted at least two (2) business days before the cash is needed to allow time to get to the bank.

## **OVHSA Reimbursement / Check Request Form**

This form is to be used if you are requesting reimbursement for out-of-pocket monies and **must** be signed by the Committee Chairperson, with the exception of the Teacher Start-Up monies. Please indicate if you would like the check to be returned to the H&S Treasurer's Box or placed in your mail box (staff only). If you would like your check mailed to you, you must include a self-addressed stamped envelope. If an envelope is not included, the check will be placed in the H&S Treasurer's Box.

This form may also be used if you are requesting payment for an invoice to a vendor or provider. You must include an original invoice to be paid with the request and indicate if you would like the check to be returned to the Treasurer's Box, or to be mailed directly to the vendor/provider. If you request for it to be returned to the Treasurer's Box, it is your responsibility to provide payment to the vendor/provider in a timely manner.

## **OVHSA Deposit Notice**

There is one (1) form for the total deposit. When making a deposit, please complete the form in its entirety and include a detailed list of who made the payment, how much the payment was for and how the payment was made (see Excel example provided). This should be attached to the deposit form and should include all cash, checks, credit card and PayPal payments (if applicable). Doing so will make the balancing process easier. Detail reports are not necessary for 50/50s, School Store, 6<sup>th</sup> Grade Car Wash, and Tricky Tray funds from the night of.

If you have any questions regarding the above, please feel free to call Laurie Venezia at 973-418-3502 or email her at OVHStreasurer@gmail.com.