

**PROCEDURES FOR PREPARING FLYERS, DEPOSITS, CHECK REQUESTS,
AND CASH BOX REQUEST FORMS**

PREPARATION OF FLYERS FOR ADVERTISING EVENTS, INCLUDING RETURNED CHECK POLICY:

Please indicate that checks should be made payable to Simmons HSA and that each check is to include the student's name, grade, teacher, and event in the memo portion of the check. (If checks are submitted without this, please write on the check for what event the check was received.)

The following check return policy must appear at the bottom of all flyers:

"Any check returned by the bank for insufficient funds will result in a returned check fee. If more than one check is returned from the same person, the HSA will no longer accept checks from that person for any HSA-related activities."

If a check is returned for any reason, the committee chair will be notified. It is then the chair's responsibility to contact the issuer of the check to collect a **cash payment plus any fees incurred by the HSA**. The person is responsible for getting the cash to either an office staff member at Simmons or one of the HSA board members. If more than one check is returned from the same person, I will communicate to all chairs via email that we can no longer accept checks from that person.

All blank Deposit Slips, Check Requests, and Cash Box Requests are available within the "Treasurer's Blank Forms" hanging folder in the top drawer of the file cabinet in the HSA closet. I can also email you one if requested.

DEPOSITS

Fill out a Deposit Slip. Put the completed form with the deposit in the safe on the floor inside the HSA closet. Before placing your deposit in the safe, it will be necessary to contact me via phone to receive the safe code. You can alternatively use the drop depository portion to place your deposit in the safe without using the code, however you will still need to contact me to let me know you dropped off the deposit. There are empty money bags on top of the safe if needed. Please email/text that you have a deposit.

"After Hours" Deposits – If you have an event that is not during normal school hours, you will need to coordinate with the school night custodian to meet you at the end of the event. The night custodian has a key to the HSA closet. Once you've placed your deposit in the safe, lock the safe and closet door. It will be necessary for you to call me prior to accessing the safe to obtain the code. Please email/text me that you have made a deposit.

CHECK REQUESTS

Fill out a Check Request form. Attach any receipts, invoices, or packing slips to the form. The Committee Chair's signature must be on all request forms. Place the completed form and back-up documentation in the top drawer of the file cabinet in the HSA closet in the "Check Requests - Filled out" folder within the "Completed Forms (for Treasurer Pickup)" hanging folder. If the proper back-up is not submitted, or a request is not signed by a committee chair, it will be returned to the chairperson.

When your request is complete, you can pick up your check from the file cabinet in the HSA closet in the folder labeled "Check Pick-Up." Checks for vendors will be mailed out directly to the vendor unless otherwise requested. Check requests will be picked up on Fridays after 12 noon, and the *checks will be available for pick up by the following Friday after 12 noon*. Please email/text me that you have a check request.

CASH BOX REQUEST

When in need of a cash box, please use the Cash Box Request Form. Once completed, this form can be sent to me via email or left in the "Cash Box Requests - Filled out" folder within the "Completed Forms (for Treasurer Pickup)" hanging folder in the top drawer of the HSA file cabinet. To alert me to your request, please email/text me that you need a cash box. Please give me **at least one week notice** prior to the event. I will reply that I received your request. If you do not hear back from me within a day or two, it means that I did NOT receive your request. Delivery of the cash box will be made on an individual basis depending on the day and time of the event. Please do not hesitate to contact me with any questions.

Colleen Rodriguez

Treasurer, Simmons HSA (2021-2023)

267-231-4278 (cell)

colleenrodriguez1@verizon.net

Kid's Mail: c/o Gabriella Rodriguez, _____ grade, _____ (teacher)