

Copley Music Boosters
Savings Account Withdrawal Request Form

For treasurer only: Check # _____ Amount \$ _____ Account: _____ Date Mailed _____
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Date Submitted: _____

Submitted by: _____ Phone: _____

Boosters Motion Approval Date: _____ Motion attached? YES NO

Money is to come from Savings Account Allocation: [#5000] _____

Amount Requested (excluding sales tax): _____

Reimbursement requested: payee name _____

Receipts attached? YES NO *(if no, CMB Pres signature is required)*

--- OR ---

Invoice payment required: company name _____

Invoice attached? YES NO *(if no, CMB Pres signature is required)*

--- OR ---

Treasurer to use Booster charge card: company / website name: _____

Detailed instructions must be attached (website screens prints are helpful)

Notes:

Music Booster Officer Signature: _____

(Required if receipts or invoice are not attached)

Boosters' President Signature: _____

Make check payable to: (please print)

Name: _____

Address: _____

For treasurer only: -Transferred from Savings to Checking _____ -Transferred in Quickbooks _____ -Budget Updated _____ -Debit Purchase Receipt Attached _____
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Instructions for Savings Account Withdrawal Request form Eff. Sept 2019

This form is to be used when requesting a payment to be made from money allocated from the Copley Music Boosters' Savings Account Allocation document. If the payment is to be made from money documented in the annual budget, use the Reimbursement / Check Request form.

General comments:

- Form and receipts **MUST** be submitted within 30 days of the order or purchase.
- Receipts should include **ONLY** those items purchased for Boosters. Have cashier ring up personal items separately. **SALES TAX IS NOT REIMBURSABLE**. Tax exemption forms are available from the treasurer.
- Please contact the treasurer with any questions.
- Information provided with this form should be sufficient and self-documenting so as to allow a reasonable understanding of the circumstances 3 years in the future if questions arise.

1. Date submitted: date form is completed or turned in to the treasurer.
2. Submitted by / Phone: person to whom treasurer can address questions.
3. Boosters Motion Approval Date / Motion Attached: payments / withdrawals from the savings account are allowed only after a motion has been put forth and approved. Attaching the motion provides self-documentation for a future review of this payment.
4. Money is to come from...: identification of the Savings Account Allocation line number

Choice of category for payment

5. Reimbursement requested: payee has already paid for the item(s) and is requesting repayment
6. Invoice payment requested: company has provided a formal invoice and is due payment. This option may also be used to fulfill an honorarium contract payment with a copy of the contract payment schedule as 'the receipt'.
7. Treasurer to use Booster charge card: treasurer is requested to make an actual purchase using the Copley Music Boosters' charge card (credit or debit). The company or website name is to be provided along with detailed instructions about what, where and how to purchase the item(s). This option requires clear instructions for the treasurer to complete.
8. Notes: details surrounding this payment, such as timing of this purchase or projected use of items purchased if not obvious from receipts or invoice. Information provided should be self-documenting for a future review of this payment.
9. Music Booster Officer Signature: A Music Booster Officer Signature is always required on this line; first choice is the officer in charge of the area involved. If there is not any attached information, the president's signature is also required on the next line.
10. Make check payable to: name and address of payee. If option 7 above is used, the company or website can be identified along with a note that this is a charge card situation.