



SHRINE CATHOLIC Schools

Faith. Family. Future.

Treasury Notes

Need to pay a vendor?

- Fill out Treasury Form (found in Treasurer's Mailbox in school main office).
- Enclose or attach vendor invoice or other documentation
- Use ONE of the below methods to deliver to Treasurer
 - Scan and email to jacquelinestagner@gmail.com
 - Deliver to Treasurer's mailbox in school main office
- Checks will be sent from Bank of America's online bill pay system

Need to be reimbursed or need start up funds?

- Fill out Treasury Form (found in Treasurer's Mailbox in school main office).
- Enclose or attach receipt (if being reimbursed)
- Use ONE of the below methods to deliver to Treasurer
 - Scan and email to jacquelinestagner@gmail.com
 - Deliver to Treasurer's mailbox in school main office
- Checks will be sent from Bank of America's online bill pay system
- If start up funds issued, return unused money and receipts totaling amount of start up funds to treasurer after event

Need a cashbox and change for your event?

- Obtain a cash box from the Attendance office (next to 2nd floor computer lab).
- **Email treasurer a week in advance of your event** with amount of EACH denomination needed (i.e. – how many quarters, ones, fives, tens, etc. that you will need) Please note these amounts for next year's event and note any changes after your event for next year's chairpersons
- Make arrangements for delivery/pick up of cash with Treasurer

Need to deposit money after your event?

- Have all checks for your event made out to:
"Shrine Grade School Mothers' Club"
- Fill out Treasury Form (found in Treasurer's Mailbox in school main office).
- Deliver form and cash/checks to Treasurer's mailbox in school main office. PLEASE call or send me an e-mail notifying of the day you plan to drop off the cash.
- Return cash box to Attendance office (next to 2nd floor computer lab).

Questions? Contact Jacqueline Stagner