

Valley Center High School Foundation Procedures for Funds

Please read carefully! We have implemented new processes!

~Blank Request Forms are located inside the BLACK FOLDER~

~Place ALL Completed Request Forms in the RED FOLDER~

The Folders are not to be removed from the Foundation Mail Box

Items are scheduled for weekly pick up on Tuesday

DEPOSITS **~Do not leave any deposits in the Foundation Mail Box~**

Deposit Request Forms are now duplicates. The original goes in with the deposit and the copy will be placed in the locked drop box at the campus cashier office.

Your deposit needs to be in a sealed envelope or a provided locked bag. Deposits in envelopes will need your signature along the sealed portion of the envelope.

As with all cash transactions, two persons are required to count the money and verify the deposit by their signature on the form (and the sealed envelope, if applicable.)

Be sure to have your form completed and your deposit counted and secured in an envelope or a locking bag before you bring it to Silvia for deposit into the safe.

CHECK REQUESTS **~Allow 2 weeks (minimum) for processing~**

All requests for funds must be accompanied by a completed, approved **Check Request Form**. For reimbursement you must attach proof of payment (receipt, e-mail confirmation etc.) Requests for payments made directly to your supplier must be accompanied by the bill from the vendor.

~Incomplete forms will be returned unprocessed~

CASH BOX REQUESTS **~Must submit request at least 2 weeks prior to your event~**

Certain activities may require the use of a Cash Box. A completed **Cash Box Request Form** needs to be submitted to request those funds. Be sure to include the total amount needed and if applicable, any specific denomination of funds. (Ex: All \$5's & \$10's) You will be notified once your request has been fulfilled. Cash Boxes can then be picked up at Sunset Tax & Bookkeeping and will require a signed contract prior to releasing the funds.

SUBCONTRACTORS

The Foundation issues 1099's to subcontractors performing services paid for with Foundation funds. It is your responsibility to provide your subcontractor with a Federal form W-9. Blank W-9 forms will also be kept in the RED BINDER. This must be attached to your request for payment. Payments will only be issued to subcontractors with a completed form W-9 on file.

ACCOUNT BALANCE REQUESTS: **available to coaches and/or club advisor**

Contact Cristina Ashline

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