

## JCDS Parents' Association Check Reimbursement Request Procedures

Parents' Association committees must utilize the Parents' Association bank account for all reimbursements and deposits. ***The only exceptions are the Auction/Gala and the New Families committees.*** *Those two committees should obtain reimbursement forms and deposit slips from the JCDS Business Office.*

To request reimbursement of committee expenses please do the following:

- Complete a ***Check Reimbursement Request*** form. Forms are available in the Treasurer's box, located in the copy room next to the JCDS main office.
- **Important note:** The committee chairperson must approve and sign all reimbursement requests.
- Attach copies of receipts and/or invoices to the request form.
- Submit invoices in a timely manner to avoid late charges.
- Place the completed Check Reimbursement Request form and attachments in the Treasurer's box. ***Please keep a copy in case the original request is misplaced.***
- Please notify the Treasurer if immediate payment is required.

If you have any questions regarding the above, please feel free to contact

Mark Bateh

904-333-5202

[mabateh@gmail.com](mailto:mabateh@gmail.com)

JCDS Parents' Association  
Check Reimbursement Request

Committee name \_\_\_\_\_ Date \_\_\_\_\_

Preparer's name \_\_\_\_\_

Preparer's email \_\_\_\_\_ Phone \_\_\_\_\_

Check payable to \_\_\_\_\_

Address \_\_\_\_\_

Note: Check will be mailed unless another delivery method is requested

Total amount  
of reimbursement \$ \_\_\_\_\_ **Please attach receipts/invoices**

Expense description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY COMMITTEE CHAIRPERSON:

Chair Name \_\_\_\_\_

Signature \_\_\_\_\_

## JCDS Parents' Association Deposit Procedures

Parents' Association committees must utilize the Parents' Association bank account for all deposits and reimbursements. Checks for deposit should be made payable to the JCDS Parents' Association. ***The only exceptions are the Auction/Gala and the New Families committees.*** *Those two committees should obtain reimbursement forms and deposit slips from the JCDS Business Office.*

To deposit checks and/or cash into the Parents' Association bank account, please follow these procedures:

- Make a detailed listing of checks with check#, name and amount. If a check is received from a non-JCDS family, please make note of which JCDS student submitted it. This information is required in the event checks are returned for Non-Sufficient Funds (NSF).
- Complete a **Committee Deposit Report** form and **Bank Deposit Ticket** from the Treasurer's box, located in the copy room next to the JCDS main office.
- **Stamp the back of each check** with the PA account stamp located in the Treasurer's box. (Please do not take the stamp out of the copy room). Note: if the check was made payable to a parent instead of the PA, have the parent **sign** the back of the check and write '**Pay to JCDS Parents Assoc'**--Then stamp and deposit as usual.
- **Submit the deposit to any Wachovia Bank** (closest branch to the school is at intersection of Baymeadows and Old Baymeadows). If the number of checks is excessive, the bank will accept an attachment listing the name and amount.
- Place the completed Committee Deposit Report along with a copy of the deposit slip and detailed check list in the Treasurer's box. ***Please keep a copy in case any paperwork is misplaced.***
- **Please check the deposits for accuracy.** If the deposit ticket or total are filled in incorrectly, the bank will assess a fee.
- **Please make deposits in a timely manner.** Do not hold checks until the end of the fundraiser/ event. Deposit funds as collected to reduce risk of misplacing checks, and/or having checks returned for Non-Sufficient Funds.
- Each committee is responsible for collecting any NSF checks returned by Wachovia. The Treasurer will notify the chairperson of any returned checks.

If you have any questions regarding the above, please feel free to contact

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JCDS Parents' Association  
Committee Deposit Report

Committee name \_\_\_\_\_ Date \_\_\_\_\_  
Preparer's name \_\_\_\_\_  
Preparer's email \_\_\_\_\_ Phone \_\_\_\_\_

DEPOSIT AMOUNT:

Total Cash: \$ \_\_\_\_\_

Total Checks: \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

PLEASE ATTACH

- Copy of deposit slip, and
- Detailed listing of checks (check#, name, amount)