

## Spartan Lyrical Society Procedure XX: Deposit Requests

**Number:** Procedure XX.

**Version:** 00

**Title:** Procedures for requesting deposit of SLS funds.

**Status:** Approved April 2016

**Description:** This procedure describes the process for requesting the deposit of SLS funds.

**Relevant Bylaws:** Section 4, on the Treasurer's duties.

**Background Information:** This procedure supports the treasurer's fulfillment of her duties and allows SLS to have documentation of funds being submitted, in case of questions or disputes.

### Process Steps:

STEP 0) Any SLS member collecting funds on behalf of SLS should fill out a deposit request form, available on the SLS website.

STEP 1) The amount of money, the date the form is being submitted, the SLS event/program the money is being submitted for, and whether the money is in the form of cash or check.

STEP 2) If multiple checks are being submitted, a separate list of check #s, name, and amount should be attached to the form.

STEP 3) The person submitting the form should sign the form, provide one copy to the treasurer with the money, and keep a copy of the form.

STEP 4) For large amounts of cash, the SLS Till form should be used to count and document funds.

**Required Forms:** Deposit request form and SLS Till Form are available on [www.spmssings.org](http://www.spmssings.org)

**Amendments:** Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.