



2012 Chickens' Ball

Deposit and Expense Reimbursement Procedure

All receipts must be turned in by May 15, 2012. No exceptions!

Deposits:

A signed **Cash Verification Form** must accompany all deposits.

Expense Reimbursements:

Please designate **one** person in your group to control expenditures so that we can stay under budget and eliminate any surprises. All **receipts** must be attached to the official PTA **Request for Reimbursement Form**. It must be completely filled out and signed by the Committee Chair, if there is one.

Payment to Third Party:

If you need to have a check written to a third party, use the **Third Party Payment Authorization Form** and attach invoices.

*****ALL signed forms and deposits/receipts must then be sent to Sonya Sigler*****

Sonya Sigler, 2012 Chairman
253 Highland Ave
San Carlos, CA 94070

650-281-8325
650-249-3481 fax
ssigler@scclc.net

Do not turn in any receipts directly to the Treasurer or Finance Chairman. This will only delay your reimbursement, as no payments will be made without the 2012 Chairman's signature!

Jill Sebben, Treasurer
650-703-5889
jsebben7@aol.com

Sian Davies, Finance Chairman
650-593-2983
sian_davies@yahoo.com

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Sonya Sigler
Chairman
650-281-8325
ssigler@scclc.net

Connie Barba
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650-504-8757
conniebarba@yahoo.com

Kathy McMillan
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650-593-1225
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Sandi Piepmeier
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650-592-6029
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