

Bellevue Club Swim Team Booster Club
Financial Transaction Voucher Instructions

To Request a Check

1. Complete a **Financial Transaction Voucher**. Please print legibly.
2. Please describe the purpose of the expense and note the name of the swim meet or the swim team group, if applicable.
3. Put the completed form, with receipts attached, in the file labeled check requests in the file drawer just to the right of the swim team office door (under the blue box) in the swim team office. Under normal circumstances checks will be processed weekly.
4. Vouchers cannot be processed without receipts. If the check request is for money to be spent, request a written quote from the business involved and provide the receipt when available.

To Make a Deposit

1. Please do not hold cash and checks for any length of time.
2. Prepare the deposit:
 - Count all cash and note the number of \$1, \$5, \$10, \$20 bills and change. Note the total cash deposit.
 - Please do not accept foreign currency as Key Bank (the BCST Booster Club's bank) branches will not accept.
 - Total all checks.
 - Copy all checks.
 - Endorse all checks to the BCST Booster Club account using the endorsement stamp in the swim team office.
 - Prepare deposit slip.
3. Complete a **Financial Transaction Voucher**. Please print legibly.
4. Put the envelope containing the voucher in the file labeled Assistant Treasurer in the file drawer under the blue box in the swim team office and promptly advise the Assistant Treasurer.
5. For safety reasons, if you are depositing any cash, notify the Assistant Treasurer before you place the envelope in the file drawer.

Financial Transaction Vouchers are found under "Documents" on the team website or on the wall next to the door in the swim team office. Deposit slips are found in the file drawer just to the right of the swim team office door (under the blue box).

Please direct any questions about check requests and deposits to the current BCST Booster Club Treasurer.