

Mudrat Swim Team

Reimbursement and Deposit Policy

Reimbursements

1. A receipt must be obtained for all purchases made on behalf of the Mudrat Swim Team.
2. Only items purchased for the use of or benefit of the Mudrat Swim Team will be reimbursed.
3. Only the Treasurer may make reimbursements. **Do not** take cash out of the Cash Box!
4. To receive reimbursement, a completed and signed, Mudrat Reimbursement Form must be turned in to the Treasurer, accompanied by all valid receipts.
5. Mudrat Reimbursement Forms are available from the Treasurer and online at Mudrats.org.
6. Reimbursements will not be made without a valid receipt and a completed Mudrat Reimbursement Form.
7. To request starting funds for Concessions or another activity, complete a Mudrat Reimbursement Form and turn in to the Treasurer at least 2 days before the event. Write "Starting Cash for _____" in the Items Purchased blank on the Reimbursement Form.
8. Starting Cash must be reimbursed in full to the Treasurer the day of the event.

Deposits

1. Deposits should be submitted to the Treasurer utilizing the Mudrat Deposit Form.
2. Mudrat Deposit forms are available from the Treasurer and online at Mudrats.org.
3. All deposits must be re-counted and verified by a second person before being submitted to the Treasurer.

If you have any questions regarding these policies, please contact the Treasurer.