

EXPENDITURES/REIMBURSEMENT INSTRUCTIONS FOR COORDINATORS OF EVENTS/ACTIVITIES

1. During the planning of your event/activity, please ensure that the CBI President and the Treasurer are aware of your expected expenditures and any requests for reimbursements.
2. Review the current budget, which is available on the WHS Choral Program website (www.westfieldhschoral.org), and ensure that you do not plan on spending more than is allowed in the budget for your activity.
3. If a contract must be signed in order to procure services for your event/activity, ensure that the CBI President is fully knowledgeable of this obligation. Only the CBI President can sign contracts that obligate the CBI for expenses.
4. If you have an event/activity that requires you to accept cash and make change, submit a Check Request form requesting cash to the CBI Treasurer at least two weeks in advance of the event/activity. You will receive a check made out to CASH, which you can take to the bank for cash. Fill out the form completely and please include your name, address, name of the event, date of the event, and amount desired.
5. If you must pay for services, submit a Check Request form to the CBI Treasurer. You must include an invoice or other supporting documentation justifying the request. If you need the payment mailed by the CBI Treasurer, please ensure that is clearly stated on the Check Request form.