

## Operation Wildcat Procedures for Handling Funds and Gift Cards (from OW Manual)

### Procedures for Handling Funds

#### 1. Collection of Funds:

- Project Chairs must turn in all money collected to the Treasurer. Cash totals **MUST** be verified by two people before submitting to the Treasurer. Please indicate which event the money is from.
- Deposits must be given directly to the Treasurer, in person. Cash is **NOT** to be left in the MMS mailbox.
- Project Chairs or committee persons are **NOT** to receive reimbursement from the funds they have collected. The funds **MUST** be delivered to the Treasurer, and request reimbursement.
- If the Project Chair or committee person does not want to front the money for an Operation Wildcat expenditure, arrangements can be made to have a gift card issued for said purchase. However, receipts for expenditure using such gift card must be turned in to the treasurer within one week.
- Checks should be made payable to "Operation Wildcat".

#### 2. Reimbursement of Expenses:

- Expenses will be reimbursed within the budget which has been set for each Project or area per fiscal year. Before incurring any additional expenses, a written request must be submitted for approval to the Board. Once approved, you may submit to the Treasurer for reimbursement.
- Reimbursements are processed by the Treasurer every two weeks.
- Reimbursements will be issued by submitting a Reimbursement Request Form. Original receipts **MUST** be attached.
  - Exception: Project Thanksgiving can request a check in advance for items if the supplier requires payment upon delivery (i.e. rolls)
- **Filling Out the Request Form:** Please fill out the entire form except the signature lines "Board Signature" and the bottom portion "Treasurer Use Only".

#### 3. Gift Card Procedures

- All gift cards donated to OW must be turned in to the Treasurer and follow the same disbursement and accountability procedure as cash.
  - Exception: gift cards total do not have to be verified by a second person.
- Gift cards should be given directly to the Treasurer, in person, or left at District Office. Gift cards are not to be left in the MMS mailbox.
- Project Chairs (or committee members) are NOT to use the gift cards donated to OW for purchases.
  - Project Thanksgiving can receive supermarket gift cards to be disbursed to families for Thanksgiving baskets. Project Thanksgiving chair shall keep an accurate accounting of gift

cards received and disbursed to families, and shall provide this accounting to Treasurer within 30 days after thanksgiving baskets are disbursed to families.

- Project Gift Box can receive gift cards to be disbursed to students at part of the student's gift. If Project Gift Box chair uses a donated gift card to purchase gift for student, Project Gift Box chair shall keep an accurate accounting of the use of such gift cards received and provide this accounting to Treasurer within 30 days after gifts are disbursed to families.
- Project Legacy can receive gift cards to be disbursed to families at part of the families Legacy disbursement. If Project Legacy chair uses a donated gift card to purchase gifts for a family, Project Legacy chair shall keep an accurate accounting of the use of such gift cards received and provide this accounting to Treasurer within 30 days after gifts are disbursed to families.
- All gift cards are maintained and tracked by the District Office. They are to be used by MASD school counselors or social workers **ONLY**. The distribution of gift cards is tracked by school, counselor, amount and purpose.
- District Office shall provide to the Treasurer and Board member responsible for purchasing gift cards a monthly statement of gift cards.
- Gift cards are **only** to be used by Project Chairs for individual project use if approved ahead of time by two Board members, one of which must be Treasurer. The District Office will not release gift cards to anyone other than a MASD school counselor or social worker, without prior approval by two Board members.
- If a Project Chair takes a gift card for use for purchase of project related items, s/he must submit receipt within 1 week documenting the purchase.

#### 4. Cash Advance:

- Cash advances are allowed to set up a cash box for sales and advanced purchases needed. A note must be written and attached to a Voucher Request Form.
- Submit Reimbursement Request Forms to the treasurer by mail at the address listed on the form.