



*Towamencin Chapter*  
*Daughters of the American Revolution*  
*Lansdale, Pennsylvania*

## **FINANCIAL PROCEDURES**

### **Funds Received:**

1. Cash/check received by Board member or Committee person.
2. Funds Received Form completed and given to Treasurer with cash/checks. Supporting documentation to be attached to form (i.e. Spreadsheet from sale/event).
3. When transfer of cash is involved, the submitter must sign the form and Treasurer must sign the form.
4. Deposit slip from bank is attached to Funds Received Form and retained by Treasurer.

### **Reimbursement Request:**

1. Requestor completes **Check Request Form** accompanied with supporting documentation (invoice or paid receipt). No check shall be issued unless proper documentation is provided with the request.
2. Check Request Form must be authorized and **signed by a Chapter Regent**. Treasurer issues and mails requested check or makes electronic payment. (electronic payment or check cannot be signed by the same person who has signed check request), i.e., if Treasurer requires reimbursement then the Regent must sign the related check.
3. All documentation (including check requests/bank statements) shall be kept by Treasurer and is Towamencin DAR property.