

## Treasurer Information

Contact Info: Keri King

[ohsbctreasurer@yahoo.com](mailto:ohsbctreasurer@yahoo.com) (email anytime)

(203-209-6968) text anytime (call after 5pm M-F)

- Deposits/Payouts will be handled at the end of monthly Booster Club meetings held at (location TBD)
- Treasurer will hold additional “office hours” a few times a month (as needed) at a location and time to be determined.
- Treasurer will only accept deposits or issue payouts at either Booster Club meetings or at Treasurer Office Hours.
- No loose coins will be accepted, and must be rolled.
- Treasurer can opt to issue a check via the ION Bank online system and it will be mailed directly to the requester.
- Expenditure forms can be sent via email, but it is important to attach scanned copies of receipts and/or invoices to support the expenses. Furthermore, the forms must be completed and submitted by the Committee Chairperson or Coach responsible for the expenditure. \*\*\*
- Deposits can be accepted at monthly meetings or Treasurer office hours.

## VENMO INFO

- Do not accept Venmo on your personal accounts for your team/club fundraiser.

- Use the Booster Club's Venmo account:  
@Bob-Sterclub
- Receiving Venmo payments for your fundraiser:
  - Note Club/Sport and the item purchased
    - Example: OHSBC-masks
- When using it at your event, please make sure it is clear what team is using the Venmo Account.
- Once a Venmo is received you will receive a notification either by mobile or email from an OHS Booster Board Member with transactions for your fundraiser.
- Venmo funds should be recorded separately on your deposit forms.

Thank You