

## **Penn Valley HSA Financial Procedures:**

### CASH BOX:

If you need a cash box for your event please put in a request at least one week before your event, specifying the amount and denominations of cash requested. Please make arrangements at that time for pick-up of the box.

Contact: Qingyi (Freda) Drechsler at [pennvalleytreasurer@gmail.com](mailto:pennvalleytreasurer@gmail.com)

### DEPOSITS:

When you turn in the money from your event, please use the Deposit Form. The money should be broken into a check total and a cash total. (A separate coin count is not necessary). Please turn in the money at one time at the end of your event. Contact Kim Lichtenstein for arrangement for the hand off of your deposit.

Contact: Kim Lichtenstein, 610-256-3526, [pennvalleytreasurer@gmail.com](mailto:pennvalleytreasurer@gmail.com)

\*\*\*\*DO NOT LEAVE A CASH BOX UNATTENDED - make sure it is handed to Kim Lichtenstein OR another HSA Board Member directly after the event.

### REIMBURSEMENTS:

If you have expenses, either for yourself or a vendor, submit your request using the reimbursement form. Please fill out all fields to ensure prompt payment no more than two weeks after your event. Be sure to attach all relevant receipts to the form. **DO NOT REIMBURSE YOURSELF FROM THE CASH YOU OBTAINED.** Send your form to Qingyi (Freda) Drechsler at [pennvalleytreasurer@gmail.com](mailto:pennvalleytreasurer@gmail.com). The form may be scanned and emailed, dropped into the HSA Treasurer's box located in the school office, or mailed directly to: Qingyi (Freda) Drechsler, 232 Stacey Rd, Penn Valley, PA 19072.

### VENDOR DIRECT PAYMENT:

If you have a large payment to a vendor, we can pay the vendor directly. Please contact: Qingyi (Freda) Drechsler or Kim Lichtenstein at [pennvalleytreasurer@gmail.com](mailto:pennvalleytreasurer@gmail.com) to arrange payment.