

RABC Team Account
Reimbursement, Payment, and Deposit Procedures
revised 02/20/24

Reimbursement Requirements

- 1) All Reimbursement Requests will need to be submitted **electronically** to: rabctreasurer@gmail.com
- 2) Request must include the following attachments:
 - a. RABC reimbursement request form filled out (see attached).
 - b. Signatures – Must be signed by the head coach – No signatures, no reimbursement.
 - c. Receipts – We must have copies of receipts for our tax filings. No receipt, no reimbursement.
- 3) SCHS staff are not allowed to submit reimbursement requests for team funds without authorization from the team/head coach.

Turn Around Time Expectations

- 1) Reimbursements will be processed 2x/month.
- 2) All requests received between the 1st and the 15th will be processed within 4 days of the 15th.
- 3) All requests received after the 15th and before the end of the month will be processed within 4 days of the end of the month.
- 4) Check will be delivered per the reimbursement request form.

What If I Haven't Received My Reimbursement?

- 1) Send an e-mail to the Treasurer and copy the President (rabcpresident@gmail.com)
- 2) Someone will respond to your e-mail within 1 business day. If an e-mail is sent on Friday or over the weekend, a response will be given by the end of day Monday.

Check, Credit Card Requests – If a team needs a check written or a credit card payment ahead of time, please include the following:

- 1) Allow at least 7 days' notice via the Treasurer's e-mail.
- 2) Include the following information:
 - a. Who is getting paid?
 - b. Amount of payment?
 - c. Document (invoice, e-mail, etc.) of payment request.
 - d. What is your team's balance of funds held by RABC?
 - e. If you don't have enough funds to cover the cost, when will you?
For example: Swim team needs a check for \$4,500 for uniforms, RABC can

write the check knowing that the Coach is collecting funds from the parents to cover the cost.

- 3) The Treasurer will respond to your e-mail request within 1-3 days letting you know it was received and how quickly a check can get to you.

Deposits – When a team has a deposit for RABC, they have 2 options:

Option #1

- 1) Place the deposit in the RABC mailbox at the school.
- 2) Cash – If you have cash, Devin can put it in the safe.
- 3) Send an e-mail to rabctreasurer@gmail.com with the amount of the deposit and whether it's in the mailbox or with Devin.
- 4) If you don't send an e-mail notifying the Treasurer, it may delay the deposit. The school mailbox is only checked once a week.
- 5) The Treasurer (or other RABC Board member) will collect the deposit within 1 week or less.

Option #2

- 1) Send an e-mail or text to the Treasurer letting them know you have a deposit.
- 2) The two parties can arrange a time to pick it up either from school, home or at a game.