

*This information applies to LGHS HSC Volunteers only.
Financial procedures for faculty can be found on our website at www.LGHSHSC.org.*

FINANCIAL PROCEDURES – VOLUNTEERS Los Gatos High School Home & School Club

These procedures help to make processing payments to vendors and reimbursements to volunteers easier, and they help us to fulfill the legal and financial requirements for our organization. If you have any questions, please contact the Treasurer Megan Hedayati: hedayati4@gmail.com. Thank you for your help!!!

REQUEST FOR FUNDS

Reimbursements (for volunteers):

- **Please complete a “HSC Request for Funds” form.**
- You must include ORIGINAL supporting receipts or invoices in order to be reimbursed.
- **If you want your reimbursement check sent to your home, please include a stamped, self-addressed envelope.**
- Obtain approval from your committee chair or the HSC President prior to form submission.
 - This can be done with a physical signature, or you can attach a printed email as approval.
- Drop requests with the principal’s secretary in the main office (they are picked up from the HSC mailbox weekly).
- Checks will be issued on the 15th and 30th of each month.

You can print an HSC Request for Funds form from our website:

<https://lghshsc.membershiptoolkit.com/docs>

If viewing online, you can [CLICK HERE](#) to go directly to the form.

Check requests (for vendor payments or checks in advance):

- **Please complete a “HSC Request for Funds” form.**
- The Treasurer must receive the ORIGINAL vendor invoice in order to issue a check.
- **Please contact the Treasurer by email with as much notice as possible.**
- Obtain approval from your committee chair or the HSC President prior to form submission.
 - This can be done with a physical signature, or you can attach a printed email as approval.
- Drop requests with the principal’s secretary in the main office (they are picked up from the HSC mailbox weekly).

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