

- **Important Information
For Making deposits
To Foundation**

Those who chair fundraising committees are asked to follow the following guidance when making deposits and reporting them to the Treasurer.

1. Please use the Deposit Form included in this guidance. All checks and deposits should be listed together with the relevant Committee.
2. Checks may be deposited weekly at your convenience. However, please make only a monthly report to the Treasurer

**Important Information when making a purchase and
requesting a reimbursement
from the Foundation**

It is incumbent upon the Committee chair to ensure that the amount for expenses which is budgeted to that committee not be exceeded. If circumstances dictate additional expenses, the Foundation Board should be advised, and authorization obtained

As a 501c(3) Charitable corporation, the Foundation is exempt from paying sales tax. In fact, it is banned from doing so. You will not be reimbursed for any sales tax which is paid

When making a purchase on behalf of the Foundation, you should provide the Tax Exempt Certificate Number, EX 236610.

An IRS W-9 may be requested by a donor. This will be provided by one of the Treasurers or the President.

Staples has issued us a number for tax exempt purposes.# 3917664090

If you need a copy of the certificate, contact one of the Treasurers or President.

Please use the Reimbursement Form included with this guidance for authorized expenses.