
MBX BOOSTER CLUB CHECK REQUEST & CREDIT CARD USAGE



All forms and documents can be found at [mbxfoundation.org>Booster Clubs>SCOs](https://mbxfoundation.org/Booster_Clubs>SCOs)

CHECK REQUEST FORM (Leslie)

- Assuming all information is submitted, a Check Request (CR) is typically processed within 5 days.
- CR must be prepared by an officer listed on your Booster's SCO application.
- A second officer on the SCO application must also be listed and cc'd on the CR
- Submit CR, receipts and receipt listing (if necessary) to mbxfoundationinc1@bill.com. DO NOT send forms directly to the finance team unless CR is urgent. If urgent, email CR to leslie@mbxfoundation.org.
- Submit CR in .pdf or Excel versions only.

RECEIPTS (Leslie)

- If more than 3 receipts are included in the amount being reimbursed, a Check Request Receipt List must be completed and included with the CR. Form is available on the website.
- Venmo screenshots are not acceptable receipts for reimbursement. An invoice or other receipt must be attached detailing the expenditure.
- Requests for reimbursements of expenditures for a group such as meals, flights, tickets, etc. must list all people in the participating group.
- Any receipts submitted for gift cards must list the recipients and dollar value of the gift cards being disbursed.
- As detailed in the SCO rules, alcohol is not permitted, therefore alcohol and alcoholic beverages are not reimbursable.
- Copies of receipts, including totals, must be legible.
- Original receipts must be submitted. Credit card line items will not be accepted.

PAYMENTS (Leslie)

- **A W-9 and direct deposit form must be on file to pay any individual for coaching, training, coach gifts, or contractor payments, regardless of how many times the individual will provide services or the dollar value of the payment.** This is income and a 1099 will be issued in January.
- Booster Clubs should ask vendors to enroll in direct deposit. Payments are received within days and it avoids checks being misplaced and ultimately being voided.
- For payments not paid via direct deposit, checks typically take 10-14 days to arrive.
- Any fees incurred related to the re-issuance of checks or stopping payment of checks will be charged back to the booster organization.

CREDIT CARD USAGE (Leslie)

- The MBX SCO Credit Card Agreement Form must be signed each year when submitting the SCO Application Form. Boosters will not be able to use the credit card until this form is signed.
 - The MBX credit card may be used for purchases of \$1,000 or more.
 - To charge expenses to the card, download and complete Credit Card Request Form and email to leslie@mbxfoundation.org.
 - All requests for credit card use must be approved before the card can be used.
 - After approval, submit all receipts and invoices for the purchase.
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