



MBX FINANCE INFORMATION - EXPENSES and INSURANCE

Check Requests

- Form location: www.mbxfoundation.org select: Forms
- Download and complete
- Include an Invoice number (if applicable) on the check request
- Email to whittetl@mbxprograms.org and you must CC 2 Booster club officers
- Attach all invoices and receipts
- Checks will be processed and mailed within 1 week of request date

Direct Deposits

- ALL coach stipends and contract payments are issued through direct deposits
- W9 and Direct deposit form are required
- Email and attach check request form and indicate direct deposit
- CC two Booster club officers
- Attach all invoices and receipts
- Direct deposits will be processed within one week of receipt

1099's - All reported income to contractors/coaches needs to be paid under categories 500/510/560 (some outside vendors are independent contractors and need to be paid under category 560)

A 1099 will be generated and mailed in January

Checks and direct deposits will be processed within one week of receipt.

Balances and GL reports

- Email whittetl@mbxprograms.org to request a balance or GL report

Credit Card

- The MBX credit card may be used for charges \$500 or above
- Request credit card information from Leslie: whittetl@Mbxprograms.org
- Form Location: www.mbxfoundation.org under Forms
- Credit Card Agreement form must be completed and returned prior to use
- Download and complete the Credit Card Usage form
- Email and cc two Booster Club officers
- Attach all receipts and invoices

Grants

Grants can be utilized in 3 ways:

1. Submit Check request form for reimbursement.
Indicate it is for a Grant in email and on form
Include 2 Booster Club officers on the email
Include all invoices and receipts at backup
2. Submit invoice to be paid by MBX.
Include Check request form and indicate Grant funds
3. Utilize MBX credit card for Grant payment.
Submit Credit Card Usage form and indicate Grant funds
Include invoices and receipts

Insurance Requirement

- Insurance is required for all offsite events which includes Booster Club camps, performances, Hometown Fair, or any other events not covered by MBUSD.
- If an event takes place at a personal residence, the home owners will be responsible for coverage (not MBX).
- Form: Located on the MBX website under Forms: Online Payment and Insurance Request Form