

Northview Athletic Association

*Northview High School
10625 Parsons Rd
Johns Creek, GA 30097*

Policies and Procedures

CHECK REQUEST

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1. All expense requests are made using a 'Check Request Form'. Download the "Check Request Form" from www.northviewtitans.org under the "Forms" tab.
2. The 'Check Request Form' must include the Payee's Name, address and proper expense code(s).
3. The 'Check Request Form' is submitted to the sport's Booster Treasurer. The Treasurer verifies the expense's validity, budget constraints, and recalculates receipt totals.
4. The 'Check Request Form' is then signed by the sport's Booster Treasurer. If the Booster Treasurer is unavailable, the Booster President may sign as long as the Treasurer is included in all communications.
5. Receipts must be itemized. Credit Card receipts are not accepted without an itemized receipt. No check is issued without the corresponding receipts/supporting documentation.
6. Once the expense is approved by the sport's Booster Treasurer or President, the check request and all supporting documentation/receipts are submitted to the NAA Bookkeeper electronically to email address naa.bookkeeper@gmail.com.
7. Once the request is processed by the NAA Bookkeeper, the Booster Treasurer will receive an emailed copy of the completed request.
8. Checks are never written to CASH.