The Dover Mothers Club

Reimbursement, Bill Pay, & Concessions Stand Procedures

Reimbursement/Bill Pay Procedure

1. Please email all requests to dovermothersclub@gmail.com
2. Reimbursement: Take clear photos of entire receipts, orders, purchases, etc. attached to the email. Fill out the reimbursement request form and attach that to the email as well.
3. Bill Pay: Attach a complete photo of the invoice to the email. Include instructions about where to send payment, who to make the check out to, etc.

Check Pick-up Procedure

- Checks can be picked up after making arrangements with the treasurer.
- If you have just sent the request the day before and need the check immediately, please text or email the treasurer.

Concession Stand Procedure

- The officers would prefer, in an email to dovermothersclub@gmail.com, a schedule of all concession stands. The email should look something like this and contain the following information: Date of match, time of match, who is responsible for your team's money at the stand, amount being requested by denomination.

  Example:

Date	Time	Who	How Much
August 31	7pm	John Smith	5, 10's 20, 5's 50, 1's Total: $200

- In your email please let me know when your responsible person will be wanting the money and how I can get in touch with them. Please have that person reach out to me to make arrangements. Just a quick reminder:
- All monies are expected to be deposited within 72 hours of the stand's completion.