

Mira Costa High School Band Boosters
Check Authorization Policy

The following is the procedure for all check requests for **amounts \$500 or less** that are included in the budget:

Check Request email (**along with check request form (located on the booster web page) and scans of documents in support of the expense**) is sent to the booster president(s) for approval, with a copy to the treasurer.

The deadline for this step is the **Saturday prior to the next Friday Check Run Date**



The president will forward the email to the treasurer with "approved" stated in the email.

The deadline for this step is the **Tuesday prior to the next Friday Check Run Date**



The treasurer will create a check request and submit it for payment to MBX copying the president(s) and the person originally requesting the check.

The deadline for this step is the **Thursday prior to the next Friday Check Run Date**

The following is the procedure for ALL check requests for **amounts greater than \$500**:

Check Request email (**along with check request form (located on the booster web page) and scans of documents in support of the expense**) is emailed to the booster president(s) for approval, with a copy to the treasurer. for presentation to the band booster board at its monthly meeting.



The request will be presented for approval by the band booster board at the monthly meeting.



The approval will be documented in that meeting's minutes.



The treasurer will create a check request and submit it for payment to MBX copying the president(s) and the person originally requesting the check.

This will be done by the **first Thursday after the band booster meeting.**