

GUIDELINES FOR STATE TREASURY TRANSACTIONS

The President school must submit a budget to the OAMJHSC Executive Board and have it approved before any expenditure for the Fall Conference can be approved. A copy must be kept on file with the OAMJHSC accountant. (Bylaws, Article IV, Section 10, Paragraph B).

When preparing a budget the President school should keep in mind that the “delegate fees will be determined by the host school based upon estimated expenditures of the conference”. (Student Constitution, Article IV, Section 4)

The President School may request from the accountant a report of disbursements and account balance, up to twice a month. The President school should communicate with the accountant as to when and how often they will need this report.

President school will send to the accountant a copy of the conference registration receipt that is sent promptly to schools registering for the fall conference. (Student Constitution, Article VI, Section 1, Paragraph D)

The President school’s financial responsibilities do not end until all expenses have been paid and all schools have settled their accounts

REQUESTING MONEY

1. All treasury requests must be submitted on a **State Treasury Requisition (STR)**. These may be obtained from the Executive Director, or the OAMJHSC website.
2. All STR’s must have the signed approval of any two of the following: Executive Director, Executive Board, or the sponsor of the President school.
3. The STR may be faxed to individuals for approval and then faxed to the accountant.
5. When the accountant has received the required number of signatures for approval on a STR, he will issue the check and contact the Executive Director for his signature. If the Executive Director serves as the President School Sponsor, the Executive Board President will sign in lieu of the Executive Director.
6. The President School Sponsor may request \$500.00 in \$250.00 increments for petty cash. Appropriate receipts will be sent to the accountant along with a detailed list of expenditures before the next increment is disbursed.
7. Every effort should be made to send STR’s to the accountant in a timely manner to avoid possible delays.