

SCMEA CHORAL DIVISION  
GUIDELINES FOR COMMITTEES

COLLECTING MONEY:

- Any money collected for registrations and payments must be submitted to Treasurer 1-2 weeks prior to event. Any late payments by registrants must be submitted to Treasurer as soon as received.
- Before sending checks, remove all check stubs and perforated edges.

CHECK REQUESTS:

- All check requests must be made no later than 3 weeks prior to event if checks will be handed directly to vendor. The Treasurer must have time to complete check requests and allow for checks to be mailed prior to event. If payment is being sent directly to a vendor, please ensure payment request is received prior to services being rendered. It is poor business practice for payment to be made after the event.
- All required paperwork must accompany all check requests.
  - Clinicians and Accompanists:
    - ✓ W-9 SIGNED and dated
    - ✓ Financial Agreement between committee chair and vendor designating services and payment expectations.
    - ✓ Check Request Form including where and to whom the check will be sent, as well as amount, event, and short description of services
  - Locations and Venues:
    - ✓ Check Request Form including where and to whom the payment will be sent, as well as amount and event.
    - ✓ Any additional documentation that should be submitted for financial records (e-mail correspondence stating amount/fees required)
  - Reimbursement for SCMEA Choral Division Members:
    - ✓ Check Request Form including where and to whom the payment will be sent, as well as amount, event, and description of reason for reimbursement
    - ✓ All receipts: not credit card print out, but actual receipt indicating items purchased
    - ✓ All meals must be handled on an individual basis (no group meals); members must submit a Check Request Form and receipt as outlined above.