

## **S.V.O. Guidelines & Rules For Requesting Start-up Cash or Reimbursement For Events**

When chairing an event, you will need to be reimbursed for supplies and services. In order for the SVO to properly reimburse you, the following guidelines must be followed:

1. Collect all receipts for reimbursable expenses.
2. Complete the *SVO Check Request Form.*
3. Turn form into one of the Co-Treasurer's or in the SVO Mailbox in the school office.
4. Expect reimbursement within 1 week to 10 days.
5. Please give 48 hours notice for Start-up cash requests.

Should you have any questions or concerns please contact  
Melanie Barash (Phone: 586-944-6450) (Email: melanie.barash@gmail.com)  
or Corry Olszewski (Phone: 586-596-8712) (Email: colszewski@dietechna.com)

Thank you for your anticipated cooperation.

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### *SVO Check Request Form*

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Amount \$: \_\_\_\_\_

For: \_\_\_\_\_

Event: \_\_\_\_\_

Check To Be Issued To: \_\_\_\_\_

\*\*\*\*RECEIPT MUST ACCOMPANY REQUEST!