

## KBB Check Request Instructions

1. When you have a reimbursement request, please fill out the KBB Check Request Form which may be obtained from Treasurer or KM4B website.
2. Kingwood Band Boosters is a 501(c)(3) non-for-profit organization as determined by the IRS. KBB is exempt from paying sales tax on purchases that benefit the organization.
  - a. Prior to making any purchase, please obtain a Tax Exempt Sales Certificate from Treasurer to be presented to the vendor so that the vendor will not charge sales tax
  - b. If sales tax is incurred, it will NOT be reimbursed by KBB
3. Account # is helpful; otherwise, please write in activity and description.
4. How to submit to Treasurer:
  - a. Scan receipts / invoices and e-mail to Treasurer along with completed Check Request Form or...
  - b. Bring ALL paperwork to Treasurer's office
  - c. Bring ALL paperwork to Board meeting
  - d. Call Treasurer to make alternate arrangements
5. 2016–2017 Treasurer Contact info:

Chuck DeBenon  
1521 Green Oak Place  
Suite 194  
Kingwood, TX 77339  
281-446-7667 business  
281-804-3015 cell (best way)  
[KWBBTreasurer@hotmail.com](mailto:KWBBTreasurer@hotmail.com)

**❖ Kingwood Band Boosters**  
**Check Request**

To: Treasurer

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

From: \_\_\_\_\_

Payment made by KWBB debit card \$ \_\_\_\_\_

Please prepare a check in the amount of \$ \_\_\_\_\_ payable to:

Payee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

This payment is for the following specific purpose(s):

\_\_\_\_\_ Amount \$ \_\_\_\_\_ Account # \_\_\_\_\_

\_\_\_\_\_ Amount \$ \_\_\_\_\_ Account # \_\_\_\_\_

- Attach receipts, invoices, or other backup.
- **Sales Tax will NOT be reimbursed because KBB is a 501(c)(3) tax-exempt organization (see Treasurer if have questions)**

Checks will be mailed unless pick-up is specifically requested. Allow 7-10 days.

Check to be picked up

If check is needed prior to event, sign agreement to return receipt to Treasurer as soon as available:

Received by: \_\_\_\_\_ Check # \_\_\_\_\_

Treasurer Address:

Kingwood Band Boosters  
P.O. Box 5381  
Kingwood, TX 77325-5381

**OR**

Chuck DeBenon  
1521 Green Oak Place  
Suite 194  
Kingwood, TX 77339  
[KWBBTreasurer@hotmail.com](mailto:KWBBTreasurer@hotmail.com)

Second Signer: \_\_\_\_\_

*(Checks over \$400 require a second officer's signature)*

*(Other than treasurer)*

Treasurer Only

Check #: \_\_\_\_\_

Acct #: \_\_\_\_\_

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

Posted: \_\_\_\_\_

## KBB Deposit Form Instructions

1. If you are making a KBB deposit, please fill out the Deposit Form to be given to Treasurer. The form may be obtained from Treasurer or KM4B website.
  - a. “Activity” – fundraising, merchandise, membership, yard signs, etc
  - b. “Description” – anything that might be helpful, including school
  - c. “Account” – if you know the account, that would be helpful also; if not, that is OK
2. Prepare a spreadsheet of all checks and cash to be deposited. The Total Dollar Amount on spreadsheet must match to the Total Deposit on Form and Deposit Slip. The spreadsheet must have the title of the deposit (i.e. membership, fundraising, etc) and school and have AT LEAST the following columns (if you are preparing a spreadsheet for yourself with more information, just send me that; don’t recreate):
  - a. Name on Check (or “cash”)
  - b. Check number
  - c. Students Name
  - d. Date
  - e. Dollar Amount
3. Obtain Deposit Slips and Endorsement Stamp from Treasurer if you do not have already
4. Fill out the Bank of America Deposit slip
  - a. The deposit slip only needs to show a TOTAL of all checks and a TOTAL of all cash;
  - b. You do NOT need to list each individual check on the deposit slip; the bank does not need it
  - c. You do not need to run an adding machine tape for all checks
  - d. Write on Deposit Slip – school and “activity”
  - e. You DO need to endorse / stamp each check individually
5. Submit to Treasurer:
  - a. Completed KBB Deposit Form
  - b. Supporting spreadsheet
  - c. Filled out Wells Fargo Deposit slip – yellow copy
6. How to submit to Treasurer:
  - a. Scan filled-out Wells Fargo deposit slip and e-mail Deposit Slip, spreadsheet and completed Deposit Form to Treasurer
  - b. E-mail Treasurer: Deposit Dollar amount and “activity” and school and submit paperwork to Treasurer at another time
  - c. Bring ALL paperwork to Treasurer’s office
  - d. Bring ALL paperwork to next Board meeting (make sure to e-mail the Treasurer that you have made the deposit and for how much)
  - e. Treasurer may choose to come pick it up from you
7. 2016–2017 Treasurer Contact info:

Chuck DeBenon  
1521 Green Oak Place  
Suite 194  
Kingwood, TX 77339  
281-446-7667 business  
281-804-3015 cell  
[KWBBTreasurer@hotmail.com](mailto:KWBBTreasurer@hotmail.com)

**Kingwood Band Boosters**  
**Money Verification & Itemized Deposit Form**  
(To be used when making deposits)  
(To be given to the Treasurer)

DATE: \_\_\_\_\_

PERSON MAKING DEPOSIT (COMMITTEE CHAIR): \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

ACCOUNT: \_\_\_\_\_

Total Checks: \$ \_\_\_\_\_

Total Cash: \$ \_\_\_\_\_

<b>Total Deposit</b>
\$ _____

**Note:** If more than one check, a spreadsheet must be prepared and attached to verify the deposit total. A Bank of America deposit slip/receipt must be attached, also.

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency <b>KINGWOOD BAND BOOSTERS CLUB, INC.</b>	
Address (Street & number, P.O. Box or Route number) <b>PO BOX 5381</b>	Phone (Area code and number) <b>281-804-3015</b>
City, State, ZIP code <b>KINGWOOD, TX 77325</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_


Purchaser claims this exemption for the following reason:

KINGWOOD BAND BOOSTERS CLUB, INC. IS A SECTION 501(C)(3) NONPROFIT CORPORATON UNDER FEDERAL LAW AS WELL AS A NONPROFIT CORPORATION UNDER TEXAS LAW. THEREFORE SALES TAXES DO NOT APPLY TO THE CORPORATION ON ITS PURCHASES.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser 	Title TREASURER	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.  
**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**  
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.  
 Do not send the completed certificate to the Comptroller of Public Accounts.**