

The Dover Mothers Club

Reimbursement, Bill Pay, & Concessions Stand Procedures

2024-2025 Reimbursement/Bill Pay Procedure

1. Please email all requests to dovermothersclub@gmail.com
2. Reimbursement: Take clear photos of entire receipts, orders, purchases, etc. attached to the email. Fill out the reimbursement request form and attach that to the email as well.
3. Bill Pay: Attach a complete photo of the invoice to the email. Include instructions about where to send payment, who to make the check out to, etc.

2024-2025 Check Pick-up Procedure

- Checks can be picked up at 215 W 4 th St., Dover on Wednesday's between 7:45am & 9:00am.
- If you have just sent the request the day before and need the check immediately, please text Emily at 330.204.2631 to let me know. Otherwise, the cutoff for requests will be Monday evening for a Wednesday pickup.

2024-2025 Concession Stand Procedure

- I would like, in an email to dovermothersclub@gmail.com, a schedule of all concession stands. The email should look something like this and contain the following information: Date of match, time of match, who is responsible for your team's money at the stand, amount being requested by denomination.

Example:

Date	Time	Who	How Much
August 31	7pm	John Smith	5, 10's 20, 5's 50, 1's Total: \$200

- In your email please let me know when your responsible person will be wanting the money and how I can get in touch with them. Please have that person reach out to me to make arrangements. Just a quick reminder:
- All monies are expected to be deposited within 72 hours of the stand's completion.