**Delta Sigma Theta Sorority, Incorporated**

**Saginaw Alumnae Chapter**

Important Reminders...

* All chapter **financial related communications and transactions** must be sent to the established Chapter Treasurer’s email account (National directive).
	+ **Chapter Treasurer Email:** **treasurer@saginawdst1967.com**
	+ **Avoid sending communications or pictures of any financial transactions via text messages; please use your chapter email account via a cell phone, mobile device or computer to conduct Delta business.**
* Vouchers are to be prepared by Committee Chairs or Sorors. They should be completely filled out with supporting detail attached (for example, original invoices, receipts, signed contracts and/ or established criteria) and obtain the Chapter President’s signature before turning it in to the Treasurer for processing.
	+ Sorors who choose to use the electronic process should do so utilizing their designated chapter email account via mobile device or computer must send the voucher and documentation to the Chapter Treasurer’s email account.
	+ Please contact the Treasurer or Financial Secretary if you need assistance with account numbers. The Chart of Accounts is available for reference and is in the Sister Portal.
	+ Vouchers are to be processed at Chapter Meetings or Committee Event Preparation Meetings.
	+ Vouchers should be prepared in advance to expedite the processing by the Chapter President and Treasurer.
	+ Accounting related vouchers will be prepared by the Treasurer.
* All Contracts are to be signed by the Chapter President.
* Make Checks and/or Money Orders payable to **Delta Sigma Theta Sorority, Inc.**
	+ Memo Line – Chapter or Del Sprites and purpose (For Example - Dues, Event Tickets / Donation, etc)
* Collections are done by the Financial Secretary and/or Assistant Financial Secretary. In their absence, the Assistant Treasurer may take collections.
* The Treasurer does not collect monies.

Sisterly,

Soror Gina Osborne

Delta Sigma Theta Sorority, Inc.

Saginaw Alumnae Chapter Treasurer