

Tips from the PTO Treasurer

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COMMITTEE NAME:

Teacher Appreciation

YOUR COMMITTEE'S 2009 – 2010 BUDGET IS:

\$ 1,200

You are responsible for controlling the spending of your committee members so you do not exceed your budget. Special requests for additional funding must be brought to the PTO board BEFORE the budget is exceeded.

All correspondence with the treasurer can be done through the PTO mailbox in the office, by phone or by email. You can find extra forms in the PTO mailbox in the office.

Reimbursement Request

Use this form to seek reimbursement for committee expenses. You may submit a completed "Reimbursement Request" form, including your receipt(s), to the PTO treasurer using the PTO mailbox in the office. **The PTO is a tax exempt organization. Please be sure to use our tax exempt form for all purchases. Sales tax paid will not be reimbursed.** A copy of our tax exempt form is included for your use. Please contact the treasurer with any questions.

Check Request

Use this form to request a PTO check. Complete a "Check Request" form and submit it to the PTO treasurer if you need a check in advance to pay a vendor, if you need Petty Cash for your event or if you have a bill that needs to be paid directly by the PTO. You may submit your completed request using the PTO mailbox in the office. Please provide at least three day's notice if you need a check as all PTO checks require two signatures.

Also, in order to make tax-exempt purchases, some establishments require payment directly from the PTO. In these instances, please complete a "Check Request" form and the PTO treasurer will supply you with a PTO check for your purchase. Please contact the treasurer with any questions.

Deposit Notice

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in and complete a "Deposit Notice" form to accompany the deposit. Two committee members should count the money. The form and the money must be handed over to the PTO treasurer at the end of the event or the next school day. Please contact the treasurer with any questions.

Submit your receipts!