

McKenzie PTA 2011-2012

Financial Procedures for Committee Chairs

FORMS

Hard copies of forms listed below can be found in the PTA file in the main office. See below for **downloadable copies** of the forms.

PURCHASES

Reimbursement/Check Request Forms must be completed for the following:

- Reimbursements for purchases made
- Check requests to be sent directly to vendors

This form must be submitted with receipts and/or invoices. Completed forms may be placed in the Treasury mailbox located in the main office.

IMPORTANT! The PTA does not reimburse sales tax. When making purchases for the PTA, please present the tax-exempt letter to the store/vendor at the point of sale. Copies of this letter can be found in the PTA mailbox at school. (Note: Office Depot has its own tax exempt number, which is included at the bottom of the tax-exempt letter).

CASH BOXES

If you require a cash box for your event, please complete a **Cash Box Request Form**. This form should be completed and returned to the Treasurer's mailbox 5 days prior to the event. The Treasury mailbox is located in the main office of the school. The Treasurer, Michele Irvin, will contact you when the cash box is ready to be picked up. If you are unsure of the dollar amount needed for the cash box, please contact the Treasurer or the person who handled the event the year prior.

DEPOSITS

When ready to submit a deposit, please complete a **Deposit Form**. Once the funds have been counted and the deposit form has been completed, please contact Assistant Treasurer, Heidi Bucklew at hbucklew@sbcglobal.net or 847.256.1688 or 773.220.2031.

Check deposits may be placed in the Treasury lock box located in the main office. All cash deposits must be coordinated directly with the Asst. Treasurer. Cash deposits greater than \$250 will need to be re-counted, in person, by the Assistant Treasurer at time of delivery. Please allow time for this.

Check deposits must be submitted to the Asst. Treasurer within 10 days of collection. Cash deposits must be made within 2 days of an event. If you are collecting money over a longer period of time, please make MULTIPLE Deposits. (All June 2012 deposits are due by 6/8/2012).

For event-related deposits, the Assistant Treasurer will contact the appropriate committee chair at least one week prior to the event to coordinate the collection/deposit. No money is to be left unattended.

REQUEST FOR BUDGET INCREASE

Contact the Treasurer for this form. Please complete the form 20 days prior to a PTA Executive Board meeting or the request must wait until the following month. A copy of the request should be submitted to both the Treasurer and the President.

QUESTIONS?

Please email PTA Treasurer Michele Irvin – mirvin3166@sbcglobal.net or Assistant Treasurer Heidi Bucklew - hbucklew@sbcglobal.net