

Forest Dale Elementary PTO Monetary Policies and Procedures

Reimbursements for Expenses

- All reimbursements require a receipt. Obtain an “Expense Reimbursement/Vendor Check Request” form from the PTO Treasurer’s folder in the main office or they are available on the PTO website under Treasurer Forms. Return completed form(s) to the PTO Treasurer’s folder with all appropriate receipts attached. You may also email forms to the Treasurer as long as the forms and receipt are legible.
- When purchasing items for PTO events, please use our Tax Exempt Number (#0007355718). Most places require you to show the document, which can be found on the PTO website.
- Make sure you not only include receipt but completely fill out form. We have to keep both on file.
- Please maintain a copy of the form and receipts in the committee binder.
- If reimbursement is not requested **within 60 days** of your event, please consider your expense a donation to the PTO. If you feel an exemption is warranted, please contact the Treasurer. The Treasurer will then review your request with the Executive Board for final decision.
- Incomplete forms will be returned to the requestor or the related committee chairperson.
- As a general rule, allow 7-10 days for processing.

Requesting Checks for Vendors

- Obtain an “Expense Reimbursement/Vendor Check Request” form from the PTO Treasurer’s folder in the main office or from the PTO website.
- Complete form and return to the Treasurer’s folder with appropriate documentation attached (ie. invoice or receipt).
- Indicate on the form whether check is to be sent directly to a vendor or returned to you.
- Please maintain a copy of the form and receipts/invoice in the committee binder.
- Blank signed checks will not be issued for any reason.
- As a general rule, allow 7-10 days for processing.

Personal Credit Card

- We cannot make purchases for the staff or teachers on our own credit cards to be reimbursed from the PTO bank account. You can make purchase for reimbursement only for the committee in which you are assigned (we budget purchases for each committee).

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Cash Handling Procedures

All committees involved in fundraising or events handling money should designate volunteers to manage the monies and must follow these procedures.

Before the Event:

- After completing a "Cash Box Request" form from the PTO Treasurer's folder in the main office or PTO website, please return this form **at least one week** before the event to the PTO Treasurer.
- Arrange a time with PTO Treasurer to obtain funds. Sign the "Cash Box Request" form confirming the amount received in the cash box(es).

At Event:

- Never leave the money alone. Always have two adults with the money at all times.
- All PTO event or activity checks must be made payable to: Forest Dale Elementary PTO.

At End of Event, The Money Must Be Processed As Follows:

- At all PTO events or activities where funds of \$250 **cash** will be collected, the funds must be counted by two people, preferably with one of the two being a PTO authorized volunteer.
- Please separate currency by denomination and fill in the amounts on the "Deposit Voucher" form. Place all counted funds in one envelope/bag. One counter should sign the "Deposit Voucher" form.
- Checks need to be listed with payer name, check number, and amount on the form or a separate Excel spreadsheet.
- Please maintain a copy of your completed "Deposit Voucher" in the committee binder.
- No money should leave the school; however, it is understood that exceptions will arise. There are two safes to store the cash in the school. One is in the PTO closet and one is in the closet off the work room in the office.
- Please turn in your deposit to the PTO Treasurer within 7 days of receipt or of the PTO event or activity.
- No cash or checks collected and submitted to the PTO Treasurer will be accepted without a deposit form.
- Incomplete forms will be returned to the requestor or the related committee chairperson, as appropriate.
- PTO Treasurer or Assistant Treasurer to count and verify funds independently prior to bank deposit.