Suffield Elementary PTO Reconciliation Process

- **Accounts Payable**
  - All requests for checks from the PTO accounts should be accompanied by the **PTO Check Request** form.
    - In addition, an invoice should be included with every request.
      - *Any requests without an invoice included along with this form request will not be paid.
    - *Text messages are not an acceptable form to request for checks to be cut.*
  - Requests should be emailed to both the Accounts Payable Officer and the Treasurer.

- **Accounts Receivable**
  - All deposits should be given to the Accounts Receivable Officer accompanied by the **PTO Deposit Notice** form.
    - In addition, all deposits for events should include a listing of all students attending and how they paid – PayPal, check or cash. Totals should match the deposit slip.
  - All reconciliation should be easily identified – may be off slightly due to last minute payments, but overall, total should match.
  - Deposits should be given to the Accounts Receivable Officer. All documentation should be emailed (both the list of students/payments and deposit form) to both the Accounts Receivable and Treasurer.

- **Reimbursement Requests**
  - All requests for checks from the PTO accounts should be accompanied by the **PTO Reimbursement** form.
    - In addition, an invoice or itemized receipt should be included with every request.
      - *Any requests without an invoice or receipt included along with this form request will not be paid.
    - *Text messages are not an acceptable form to request for reimbursement.*
  - Requests should be sent to both the Accounts Payable Officer and the Treasurer.

- **Event Chairs**
  - Event Chairs are responsible for filling out the **Event Reconciliation Form**
  - The **Event Reconciliation Form** is provided to the Accounts Receivable Officer along with payments for deposit. A copy of the Form should also be emailed to the Vice Presidents and the Treasurer.
  - Regular Accounts Receivable process is followed.

NOTE: All forms can be found on the school website at Suffield.org under Parent/Student Resources - PTO