**SYCAMORE HIGH SCHOOL PTO TREASURER PROCEDURES 2021-2022**

**Shiri Ayalon, Treasurer**
Cell 513.646.0101 E-mail: hsptotreasurer@sycamoreschools.org

**Reimbursement:** Complete the **"Request for Payment"** form within one month of the event, attach ***original*** receipts/invoices and a check will be issued ASAP. Cash register receipts are preferred over credit card slips as they contain details of the purchase**.** Make a copy of your receipts/invoices for your records. For requests in excess of $500, please have your committee chair sign off to approve the expense prior to submitting the documentation to the Treasurer. If the request is submitted by a committee chair, no secondary approval is needed as long as the expenditures falls within the budgeted amounts approved by the membership. Additional "Request for Payment" forms are in a folder in the SHS PTO mailbox or can be printed from www.sycamoreschools.org (go to High School and then PTO)

**Sales Tax:** We are **tax-exempt** and sales tax will **not** be reimbursed. Please use a **"Blanket Exemption Certificate"** when making purchases. "Blanket Exemption Certificate" forms are available from your committee chair or in a folder in the SHS PTO mailbox at the High School.

**Cash Transaction Events:** Please contact me at least one week in advance and I will supply a cashbox and a seed money check for your event. Please do not purchase items with your seed money. Submit a receipt for reimbursement of items purchased for the event.

**Deposits:** Once you have counted the money from your event and summarized the totals, please contact me to arrange a fund drop off.

**Payment for "Ordered Items":** Whenever possible, have vendor bill SHS PTO directly. Make sure the items have all been received in good condition. Sign the invoice indicating your approval to pay, and submit for payment.

**Budget:** Keep track of your revenue and expenses and let me know as soon as possible if you expect to be over or under the original budget. A budget increase needs to be approved at the SHS PTO meeting.

**Questions/Problems:** Please do not hesitate to call or e-mail me. Thank you for volunteering for the SHS PTO!

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## SHS PTO REQUEST FOR PAYMENT

*Must be submitted within one month of the event*
Please attach ***original*** receipts/invoices & print Info

**Date:**_____

**Check Payable To:**

Name: _____

Address: _____

_____

**Amount:** (sales tax not reimbursed): _____

**Committee or**
**Budget Line Item**: _____

Explanation**:** _____

_____

**Submitted by Name:** _____

**Phone:** _____

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Please mail request and attached receipts to :
Shiri Ayalon, SHS PTO Treasurer
9378 Hunters Creek Dr, Cincinnati, OH 45242
Phone: 513.646.0101 hsptotreasurer@sycamoreschools.org

**Date Paid:** _____ **Check #**_____

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