



## PTO Money Procedures

### **Reimbursement:**

- Sales tax will NOT be reimbursed. Please make sure to take a copy of the tax exempt certificate with you when making your purchases.
- Please understand that reimbursements can never be taken directly out of the profit from an event. For tax purposes, records of all reimbursements including receipts must be maintained.
- Complete the "Money Request" form. Which can be found by going to the NG website, click on the PTO link, under Treasurer's Forms.

### **Check Request/Paying Vendors:**

- Whenever possible vendor invoices should be submitted directly to the treasurer for payment.
- If requesting a check, complete the "Money Request" form. Which can be found by going to the NG website, click on the PTO link, under Treasurer's Forms.
- Please allow 5 days turn around time. Receipt or invoice must be submitted to treasurer upon purchase.
- PTO by-laws state that the Board must vote to approve non-budgeted requests above \$100, which may require additional time.*

### **Cash Box Request:**

- Please complete the "Money Request" form. Which can be found by going to the NG website, click on the PTO link, under Treasurer's Forms.
- Please submit form one week prior to event. Treasurer will assume funds are needed 24 hours prior to the event.

### **Payment Collection:**

- Please note that all funds should be given to a PTO Treasurer within 48 hours of an event, or next school day.
- For events that require money collection over a period of time, funds should be turned in to Treasurer weekly. Checks should never be held longer than a week to avoid accounting issues.
- Cash** should be counted by TWO committee members at the end of an event and a deposit slip should be filled out including both signatures, dated, & given directly to a PTO Co-Treasurer.
- Coins totaling over \$20.00 must be rolled before turning in to Treasurer. Contact the Treasurer if you need coin sleeves.
- All checks must be made payable to North Glendale PTO or NG PTO, signed, and dated, with staples removed.
- Please complete the "Deposit Slip" form, which can be found by going to the NG website, click on the PTO link, under Treasurer's Forms.
- General Fund, Spiritwear, Trunk or Treat, Trivia/Auction, and Plant Sale committees should keep a spreadsheet of amounts received from each individual. Please include a copy of the spreadsheet with the Deposit Slip.