



PTA MONEY PROCEDURES

CHECK REQUEST FORMS

Whenever you are in need of a check, you must complete a Check Request Form. These forms can be found online at our website. Forms are to be completed by a committee chairperson or person requesting the check. Original receipts/invoices must be attached to the check request form. Please highlight purchased items on all receipts.

After the committee chairperson has the approval of a PTA Vice President, forms are then submitted to the PTA Treasurer for approval and signature. In the event a PTA Officer is requesting reimbursement for him/herself, the form must be signed by another PTA Officer.

Forms are then placed in the Treasurer's file in the PTA file box. This file will be checked on a regular basis. If you are in urgent need of a check, please contact the Treasurer to coordinate the necessary arrangements. Please keep in mind the time needed to obtain the required dual signatures for each check.

There is space on the check request form to select how the check is to be distributed. Prepared checks will be either mailed to the designated address, the individual will be contacted to arrange for pick-up or the check will be left in the respective committee folder in the PTA file box for pick-up.

FORM ST-5 EXEMPT ORGANIZATION CERTIFICATE

FORM ST-5 must be used when purchasing taxable items. Please make certain all committee members making purchases on behalf of the PTA bring this form with them. The tax exempt forms can be found on our website under chairperson's forms. One form is needed for each store from which a purchase is being made.

CASH BOXES/PETTY CASH

A check request form must be completed in order to receive petty cash for any event. The line item on the request form should read "Petty Cash." Please indicate what domination of cash you will need (i.e. ones, tens, pennies, dimes, nickels, etc.). The requested cash will be issued to the requesting committee member along with a cash box. Once the event is over, the box and the petty cash amount should be returned to the Treasurer.

CASH RECEIPTS

All money and paper source (checks) documents that are submitted to the Treasurer must be batched in groups of fifty or less. This not only keeps us within the limit

requested by the bank but also makes finding errors much easier. They must be accompanied by a computer spreadsheet specifying the following information:

Child's/Parent's Name/Check #/Check Amount.

Once the amounts have been bundled, contact the school Assistant Treasurer to arrange for the transfer of funds. Large amounts of money should not be left in the PTA file box. Please do not reimburse committee members for expenses paid from cash received at any PTA event. The only way to be reimbursed for your expenses is to submit a check request to the Treasurer.

All cash/checks received during an event must be turned over to the Treasurer or Assistant Treasurer within one week of the event. It will be the responsibility of the overseeing PTA Officer to assure that the committee chairperson(s) are in accordance with this rule.

PAYPAL

We do accept Paypal and if you would like to have your event accept payment via paypal please contact the treasurer to set it up.

CONTACT INFORMATION:

MES PTA Treasurer - Sosi Balian

sojora5@comcast.net

Asst. Treasurer – Karin Gannon