

MES PTA PURCHASING & REIMBURSEMENT PROCEDURES



PURCHASING FOR A PTA EVENT

Please coordinate all purchases for PTA sponsored events with your Board VP. All PTA events have limited budgets that are voted upon each year by the PTA Board. It is the VP and Committee Chairpersons responsibility to stay within the event budget. If you have any questions regarding the budget, please email the Treasurer.

Tax Exemption Form: We are a tax-exempt organization. When purchasing for a PTA event, please use the Tax-Exempt Form (ST-5) found on our website under "Committee Chair forms". This form can be used for in-store and online purchases. This form cannot be used for Amazon purchases, instead please use the MES PTA **Amazon button** on our website homepage.

REQUESTING CHECKS

Check Request Form: This form is required for all *personal* reimbursements and found on our website under "Committee Chair Forms". Contracts and invoices from third parties do not require this form, unless you need to communicate specific instructions to the treasurer. Please fill in ALL fields on the form and highlight items for which you seek reimbursement on all receipts, total and include any special instructions.

All purchases should be approved by your Board VP; by signing the form, you certify that your purchases were approved. Check Request forms with receipts should be scanned and emailed to the Treasurer. If you cannot scan and email, you may staple them together and leave them in the Treasurer's PTA mailbox. Please notify the Treasurer via email, when something is left in her mailbox. Please do not leave mail for the Treasurer in the general PTA bin.

Checks for PTA Events: You MUST give the Treasurer a **minimum of 3 days' notice** for checks needed at an event for DJs and pizza. Without proper notice, chair members will be responsible for payment and may seek personal reimbursement via the Check Request Form. **Please do not take any reimbursements for expenses from cash received or petty cash.** The only way to be reimbursed for expenses is to submit a Check Request Form to the Treasurer.

Deadlines: To ensure reimbursement, please submit your Check Request form **within two weeks of your event**. Checks will be mailed to the designated address; all PTA checks are mailed. Please keep in mind the time needed to obtain the required signatures for each check and allow **up to two weeks turn-around time** from the time your form is picked up.

Important: You MUST submit your reimbursement request **BEFORE** the end of the school year! Reimbursement requests received **AFTER** the last day of school are no longer eligible for reimbursement. (See "Deadlines".)

THANK YOU FOR VOLUNTEERING FOR THE MES PTA!

TURNING OVER CASH & CHECKS

Deposit Spreadsheet: All cash and checks given to the Treasurer **MUST** be accompanied by the Deposit Spreadsheet, found on our website under "Committee Chair Forms". This spreadsheet is for use by PTA committee members only and is proof of deposit. All PTA money should be handed off to the Treasurer at a mutually convenient time and place, preferably her home drop-box. Please do not leave any money in the Treasurer's mailbox without notifying her first.

Directions: **Each deposit spreadsheet should contain 50 checks or less**; if you have more than 50 checks, please use a separate deposit spreadsheet. Please format the spreadsheet so that it is readable and delete ALL extra lines. Spreadsheets that are not properly formatted will be returned. Your spreadsheet totals **MUST** equal the cash and checks received; if the cash and checks received do not equal the spreadsheet total, it will be returned to you for correction.

Important: **All checks must be signed by the payor** or the deposit will be returned to you for signature(s). All checks should be made out to the MES PTA and dated appropriately. Checks over 6 months old or not signed are **NOT VALID!** All deposit spreadsheets and checks are reviewed by the Treasurer; **please submit checks in the order they appear on your spreadsheet!**

Note: You may use your own spreadsheet in place of the PTA's Deposit Spreadsheet; however, it must include the following deposit information: LAST NAME ON CHECK, CHECK#, CHECK AMOUNT and/or CASH AMOUNT. Please TOTAL the check amount and cash amount at the bottom. Please hide any non-deposit related information. **Your spreadsheet MUST be formatted similarly to the deposit spreadsheet and should fit onto 2 pages or less!**

Deadlines: All cash/checks received during an event must be turned over to the Treasurer within **a maximum of two weeks** from the date of the event. It is the responsibility of the overseeing PTA VP to ensure that committee chairpersons comply with this rule. Please email the treasurer to set up a mutually convenient time & place to turn over event money.

REQUESTING PETTY CASH

Petty Cash Request: You **MUST** request petty cash **at least one week prior** to the event. The maximum allowed for petty cash is \$300. Please email the Treasurer the denominations you will need (i.e. how many ones, fives or pennies, dimes, etc.). The requested cash/coins will be issued before the start of the event at a mutually convenient time & place. Once the event is over, cash should be returned to the Treasurer as soon as possible. (Note: Cash boxes are kept in the OHES PTA room; please take as many cash boxes as you need.)

Important: **The Treasurer cannot make change on a moment's notice.** If you are participating in a multi-day event, like gift fair or book fair that has already received petty cash and you are running low on change or small bills, please go to the nearest bank and make change. If you are at an evening event and it's after 5 pm, our bank has already closed. Please plan ahead!

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