



Procedures for Check Requests/Reimbursements and Collection of Monies 2015-2016

Upon approval of the PTA's annual budget by the general membership at the September meeting, your committee will be given a specific budget amount to spend to complete its responsibilities for this school year. The following procedures must be followed to ensure sound accountability of our hard-earned funds. *Thank you for your help!*

- **No committee is allowed to overspend their budget without prior approval by the PTA Executive Board.** If you need to request approval, please contact your Executive Board Liaison. On behalf of your committee, he or she will add your request to the agenda of the next Executive Board meeting.
- To request a check for payment to a vendor, OR for reimbursement of money to a Committee Chair or member, an individual must complete the CHECK REQUEST / REIMBURSEMENT FORM. **Note that this form must be signed by the appropriate Committee Chair AND that committee's Officer Liaison before forwarding to the PTA Treasurer. Requests will not be processed without original documentation & must be turned in within 30 days of expenditure.**
- The 1st and 15th of each month are the dates the Treasurer will be cutting checks. Please place the completed, **appropriately signed** forms in the Treasurer's hanging file in the front office. The Treasurer will retrieve all requests and will process and disburse checks.
- Reimbursements to Committee Chairs and members will be placed in the respective committee hanging folder. Checks will be mailed to outside vendors unless otherwise noted on the Check Request/Reimbursement Form.
- Mabry Elementary PTA is a tax-exempt organization. Whenever possible, in order to avoid paying sales tax for any purchases on behalf of our school, please present a copy of our tax exemption certificate.
- For collection of any monies - whether cash or checks - please adhere closely to the following procedures:
 - Roll all coins
 - Use the Deposit Form to separately list each individual from whom you received money. List the deposit amount with a breakdown of monies. If the deposit includes checks, please also individually list each check number and amount as specified on the deposit form.
 - All cash deposits must have TWO signatures: the signature of the person submitting the deposit and the signature of someone who has verified the deposit form and amount.
 - Place check deposits in the Assistant Treasurer hanging file. If you have a cash deposit, ask Carol Sierra, in the front office, for access to the PTA safe, where you can place your deposit. Call, text, or email Maya Lockwood, Assistant Treasurer (mlockwood17@gmail.com / 813-597-5795) OR Christine Miller, Treasurer (mabrytreasurer@gmail.com) to notify of the deposit. **PLEASE DO NOT LEAVE CASH in the PTA hanging file.**

If you have further questions in regards to the check request or deposit procedures, please e-mail Christine Miller or Maya Lockwood. Thank you!