



Tips From The Treasurer

Deer Crossing Elementary School PTA

Contact:
Treasurer@dcespta.org

- All correspondence with the Treasurer can be done through the PTA mailbox in the school mailroom, by phone, or by email. Please do not send treasurer business home with her student. You can find extra forms in the school mailroom next to the PTA mailbox.
- As the Committee Chairperson, you are responsible for controlling the spending of your committee so you do not exceed your budget. Special requests for additional funding must be brought to the PTA Board BEFORE the budget is exceeded.
- When purchasing on behalf of the PTA, keep the PTA purchases separate from personal purchases. Keep all receipts!
- Please submit all reimbursement requests no later than 30 days after event. When possible, submit all invoices for an event at one time.
- Reimbursement checks will be issued on the 1st & 15th of every month. Expenses submitted by the 1st of the month will be paid by the 15th. All others will be paid by the 1st of the NEXT month. Reimbursement checks should be cashed within 30 days of issuance. Checks outstanding past 45 days will be voided and a new reimbursement request must be submitted.
- Please inform the Treasurer if you intend to request donations from businesses. We do have a donation request form template for committees to use; but we do want to ensure we are not making multiple requests from the same businesses.
- If you receive a donation, including gift cards, you must inform the Treasurer. Include the business name, address, phone number, point of contact, and the amount of the donation.
- Money must always be counted prior to an event by TWO volunteers using the Cash Box Request Form and counted at the end of an event by TWO volunteers using the Deposit Form.
- If someone other than the Treasurer makes the deposit, the signed and verified deposit form, bank deposit slip, and any other documentation must be provided to the Treasurer for recording and record keeping.



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Reimbursement Request (Yellow)

Submit a completed "Reimbursement Request" form plus your receipt(s) to the PTA Treasurer through the PTA mailbox. You will receive your check via the method selected on the form. Please submit all reimbursement requests no later than 30 days after event. Per PTA rules, original receipts and final invoices must be attached to this form for a check to be issued. Reimbursement checks will be issued on the 1st & 15th of every month. Expenses submitted by the 1st of the month will be paid by the 15th. All others will be paid by the 1st of the NEXT month. Reimbursement checks should be cashed within 30 days of issuance. Checks outstanding past 45 days will be voided and a new reimbursement request must be submitted.

Check Request (Pink)

In some cases, you might need a check in advance to pay a vendor, or you will have a bill that must be paid by the PTA. Complete a "Check Request" form (pink) and submit it to the PTA Treasurer. Provide at least five day's notice if you need a check. If this is a bill that needs to be paid, submit the bill along with the form, and the Treasurer will mail it in. PTA checks must be signed by two officers, so a little advance warning is appreciated.

Deposit Notice (Green)

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in and complete a "Deposit Notice" form (green) to accompany the deposit. Two committee members should count the money. The form and the money must be handed over to the Treasurer at the end of the event. If the Treasurer is unavailable, the form and the money must be handed over to the PTA President or Vice President. Please count and log both cash and checks.

Cash Box Request (White)

If you are in charge of an activity that needs to have change prepared, submit a "Cash Box Request" form (white) to the Treasurer at least one week in advance of the event. On the form, indicate the kind of change you need. Also, please call or email the treasurer to make her aware of your need in advance. Cash boxes require a trip to the bank, so advance notice is essential.

Purchase Request (Blue)

In some cases, for large expenses, it may be easier to have the PTA purchase directly. Complete a "Purchase Request" form (blue) and submit it to the PTA Treasurer. Provide at least 20 day's notice to allow for purchase and shipping lead times. The committee chair must confirm that it is within budget prior to submission. Submit the complete form with as much detail (product name, quantity, and price) to the Treasurer. The Treasurer will notify you with delivery information.