

PTA Finance Procedures & Forms

2009-2010

Check Request Form:

This should be used when you need the Treasurer to make a payment for something that you have ordered or purchased on behalf of your committee or the PTA. Expenses should be pre-authorized through the Committee Chair or VP. Blank Forms are in the PTA Box in the file room and can also be obtained from the website (wespta.org) or by emailing the treasurer, Stacey Nelson, at staceynelson8@yahoo.com.

Please attach all receipts, invoices or other documentation that supports your request. Please submit as soon as possible once the expense has been incurred. You may contact Stacey for the Tax Exempt #, this is especially important when dealing with vendors for large events.

Bank Deposit Form:

This form should be completed on the computer and 2 copies printed to turn in to the treasurer for your deposit. List all checks and the amounts and also the cash (2 twenties, 1 ten, etc.). The form will total it for you. If you are responsible for a large events/fundraiser, you may obtain a "For Deposit Only" stamp from the treasurer to use during the event. Stamp/endorse the back of all the checks. Complete the Receipt Verification Form to match your deposit form and turn in to the treasurer. **MONEY SHOULD NOT BE KEPT AT HOME.** Please plan your deposit as soon as your event is over and get the money to the treasurer.

Other Key Info:

- The PTA President is the only person who can sign a contract.
- Sponsorships work solely through Community Partners
- Do not deposit cash into your personal account and write the PTA a check.
- It is very important that you are aware of your budget amount – both the income and the expenses – for your service/event. If you need help, ask before spending!