



## Requesting a Check (“PTO Check Request Form”)

- If your expense is large (over \$100), please get a quote and request a check in advance from the PTO Treasurer or ask the vendor to direct bill AGMS PTO (not AGMS). We can re-coup sales tax if we pay a vendor directly.
- Note: If a vendor needs our tax exemption certificate, a copy can be printed from the website or request a copy from the PTO Treasurer. In most cases, we are NOT exempt from paying the tax.
- If your expense is small, you may request a check in advance (per the above) or make the purchase yourself and request reimbursement.
- Complete a PTO Check Request form. They are available in the blue PTO box located in the teacher’s lounge or you can print one from our PTO website.
- Review all invoices for accuracy. It is the committee’s responsibility to ensure the bill is correct. We will not make payments without the committee first reviewing a bill.
- Attach the invoice or receipt to the check request form. Please note that check requests cannot be processed without appropriate documentation.
- Place the completed check request in the Treasurer’s folder in the blue PTO box located in the teacher’s lounge, scan & email to treasurer or mail to treasurer’s home. Please understand that all our checks require two signatures so allow 2 weeks for processing.
- Finally, please remember that all expenses **over budget** must be approved **in advance** by the PTO Executive Board.

## Cash Spending Without Receipt

On rare occasions, your committee may also need cash for payments. Whenever cash is used for tips or other purposes, you must have a “witness” write and sign a simple note for the files. No special form needed, just something like:

“I, Sue Smith, confirm that Jane Doe gave the pizza delivery man \$20 tip.

SIGNED: \_\_\_\_\_.”

This note will serve as the receipt to be reimbursed.

## Collecting Checks/Cash

If your committee collects money for any of its activities, there are several policies that must be followed.

- You should always request checks be made to payable to “AGMS PTO” as we are not supposed to deposit checks made to “AGMS.”
- Cash cannot be left unsecured overnight at school. Cash should either be deposited in the SAFE (bolted to the floor in Debbie Featherstone’s office) or secured in locked cash box, in a locked room. If you are depositing cash/checks in the safe a completed “PTO Funds Received Form” should accompany the money (see below).
- Please be aware that **the Treasurer does not record every check**, only the total deposit. The committee is responsible for tracking who has paid and who has not paid.
- Please remove any staples from checks and put currency in order of denominations.
- Coins must be rolled unless they are less than a full roll. Please put loose coins in a ziploc bag or envelope.

## Depositing Checks/Cash (“PTO Funds Received Form”)

Money should be deposited the same day it is collected. Funds should never be taken home for future deposit. To deposit money, please follow these procedures:

- The committee name should be in the memo field of each check. If this has not been done by the check writer, the committee should do it. (Ex. Memo Dog House Sales)
- Always complete a PTO Funds Received form. They are available in the blue PTO box located in the teacher’s lounge or you can print one from our PTO website.
- Cash will be **counted by two people** immediately (same day). Both people should sign the Funds Received form acknowledging the count.
- Securely attach the PTO Funds Received form and checks/cash together. Please put form and money in a sealed business envelope or manila envelope with committee name on it. Place in the SAFE (bolted to the floor in Debbie Featherstone’s office).

### **Start Up Cash**

Your committee has two options for getting some start up cash to make change at your event. You can either fill out a PTO Check Request made payable to yourself or you can put cash in the box from your "pocket". If someone provides start up cash "out of pocket," this amount should be returned to this person from the proceeds or you **prior to counting**. If the start up cash is provided by the PTO, leave this amount in the total deposit.

*If you have any questions regarding these procedures, please contact the AGMS PTO Treasurer.*

### **PTO Treasurer 2019-20**

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