

Eastover PTA Treasury Procedures

Spend Policy/Check Request Procedures

To spend budgeted funds, please follow these procedures:

- The Eastover PTA is a non-profit organization and can re-coup sales tax if we pay a vendor directly. We ask that you get a quote and request a check in advance or ask the vendor to directly bill Eastover PTA (not Eastover Elementary) whenever possible.
- If your expense is small (less than \$100), you may do the above or make the purchase yourself and request a check reimbursement.
- You must use the PINK form to request any check and have an invoice or receipt attached to it. You will not be reimbursed if you do not have proper documentation. These forms are available at the PTA mailboxes in the office at Eastover or on the website and do not have to be pink. Complete the form and leave it in the treasurer's box. Understand that all of our checks require two signatures, so please allow **two** weeks for processing. If you need seed money for an event, please keep this processing time in mind. If you have an urgent need, please contact the treasurer by phone or email.
- On rare occasions your committee may also need to use cash for payments. Whenever cash is used for tips or other purposes, you must have a piece of paper signed by two people. No special form is needed, just something like "I, Jane Doe, confirm that John Smith gave the pizza delivery man a \$20 cash tip. Signed-----." This note will serve as the receipt for reimbursement.

Cash and Check Depositing Procedures

If your committee will be collecting money, you will need to follow these procedures:

- All checks should be made out to the Eastover PTA (not Eastover Elementary). Please make sure you notate this on any forms you send home. If the check writer does not write your committee name in the memo field, please do so.
- You must fill out a GREEN form with any deposit. These forms are available at the PTA mailboxes in the office at Eastover or on the website and do not have to be green. If your committee is expecting money coming in to school, you must check the office daily.
- When making a deposit that includes checks, it is the committee's responsibility to make a list or spreadsheet of the checks including name, check number, and amount of each check. Each individual check is not recorded separately in the PTA's quickbooks records. Therefore, it is important to submit the list of checks with the green deposit sheet as documentation in case there are ever any questions of checks being lost or unaccounted for. If your deposit does not include cash, one committee member's signature on the form is sufficient.
- If you deposit includes cash, then you **MUST HAVE TWO SIGNATURES** on the form. If you submit a deposit that includes cash and it does not have two signatures, it is going to be returned to you. This is very important for our audit at the end of the year.
- If you are collecting money for an event over a significant period of time, please break the deposit into a few progress deposits so that checks can be cashed in a timely manner.
- Coins must be rolled unless it is not a full roll. Any bank has them, but Sandy Bevil often has some in her office.
- Cash must be counted immediately after your event and given to the financial secretary in the office, Sandy Bevil, for her to lock up or to the assistant treasurer if the office is not open and the school is locked.