



Treasurer's Guidelines 2016-17

Expenses:

Your committee chair(s) and/or PTA Executive Board Member MUST approve all expenses. **PTA President and/or Treasurer must approve all expenses above \$200 prior to purchase.** All requests for reimbursement should be submitted on the PTA check request form. (Available as printable PDF on PTA website) All expenses should pertain to an already approved budget item. Approved budget is also available as a printable PDF on the PTA website.

Check requests:

Please be sure to complete the check request form in its entirety with a need by date (if applicable), a telephone number and address or child's name and homeroom teacher for check delivery. Be sure to submit **ORIGINAL** receipts, no copies (if you need the receipts please make a copy for yourself). Requestor on the "requested by" line must sign all requests and committee chair/executive board member must sign as well on the "committee expense"/"chair person signature" line. Once completed please give it to me or **drop it in the PTA box** at the entrance of the Main Office.

Checks usually take a few days (2-4 business days) to process so if you need something asap call, text or email me.

Deposits:

Please fill out the PTA deposit form. (Available as printable PDF on PTA website) **ALL** deposits **MUST** have two signatures/counters. If you are depositing coins and there are a lot of them, they **MUST** be rolled as the bank will not accept them if they are loose. I can provide the coin sleeves as I always have some on hand or you can ask your bank for some.

Square Credit Card Processing:

If you are using Square (credit card processing) machine, please send a copy/picture of the log to me at the end of your shift. (Log available by request.) The log must be carefully filled out for accounting purposes, especially if you are selling multiple items from different budget categories. If you are the last person to use it at the end of the day, please scan and email me as well. I will need to retain the originals so please keep those and also drop them in the PTA Box at your earliest convenience. The Square machine(s) itself must also be returned to our merchandise chair.

I as you am also only a volunteer so if I missed anything by all means feel free to ask or let me know!

Thank you, Thank you, Thank you for all you do and I look forward to working with each and every one of you! Together we make a difference!

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