

EXPENSE / DEPOSIT PROCEDURES:
2008/2009

EXPENSES

1. Every committee must submit an expense budget to the Executive Board for approval. This now includes income-producing Committees. No check will be issued unless it is under the approved budget of its committee. New budget requests may be submitted to the Executive Board at any time.
2. **ALL** expense requests must include a completed expense voucher with **TWO** signatures. The signatures must include the Chairman of the committee and the Executive Committee Liaison. Personal Reimbursement vouchers must have two signatures in addition to the signature of the person being reimbursed. **NO CHECKS WILL BE ISSUED WITHOUT PROPERLY SIGNED VOUCHERS.**
3. Staple the receipt or the bill to the back of the form. List the item(s), date, committee and the amount(s). Print the payee for the check. Sign your own name in the submitted space. Please give me an email address for communication if I do not already have one.
4. Place the completed voucher in the COMPLETED VOUCHERS envelope in the Treasurer's PTA Box Both the President and the Treasurer must sign all checks.
5. I will place checks in the CHECKS FOR RETRIEVAL envelope in the Treasurer's PTA box unless you give me other instructions. We will try to have signed checks ready for pick up by the following week.

DEPOSITS

1. All PTA income must be deposited. **INCOME CANNOT BE UTILIZED FOR COMMITTEE EXPENSES WITHOUT BEING RECORDED.**
2. Every deposit must be submitted with a deposit voucher. The submitter should sign the voucher to indicate the amount submitted. The treasurer will recount the totals and contact the submitter for any discrepancies.
3. Each voucher should include the following information:
The date, committee, amount of deposit, and source of deposit. List donations separately from other income. List checks with names and bank and check numbers (e.g. 2-1 1234). List bills and coins separately. Indicate charge card deposit totals separately. For large projects with multiple checks, staple a print out of your worksheet list to the voucher rather than hand listing checks.
4. Place the completed voucher in the COMPLETED VOUCHERS envelope in the Treasurer's PTA box. If there is a significant amount of money, call or email me to make other arrangements. All money received should be turned in within one week. Give your email address for communication.

Tax Letter- Please use the PTA's Sales Tax Exemption number when making purchases for the PTA. Some vendors may require a copy of the letter and a PTA issued check.