

Bell-Graham PTO Committee Financial Procedures

2015-2016

Paying for expenses

- Please use the Sales Tax Exemption Letter ([document A](#)) when making purchases for your committee. **Bell-Graham PTO will not reimburse for sales tax on purchases. Gift cards will not be reimbursed by the PTO.**
- Payment Options:
 1. Personally pay for expenses and submit expenses to the Treasurer within two weeks of purchases. Follow steps below for reimbursement for expenses.
 2. A check can be made out to the vendor for the exact amount. Please complete the Request for Payment ([document C](#)) and turn into the PTO Treasurer.
 3. The vendor can bill the Bell-Graham PTO and mail the invoice to the B-G School address to the attention of PTO TREASURER (**please notify the Treasurer that a bill will be coming and the amount of the bill**).

Reimbursement for expenses

- Complete the Request for Payment ([document C](#)). **Please attach all original receipts to the Request for Payment and keep a copy in your binder.**
- Submit payment request with receipts to your Committee chair, they will approve and hand into the treasurer.
- Committee chair will sign the request for payment form and put them in the Treasurer mailbox in the BG office.
- Reimbursement checks will be mailed to the home address of the person being reimbursed. Reimbursements for teachers will be mailed to Bell-Graham. Checks are mailed from Chase Bank & will arrive within 5 business days of being processed.

Once expenses are approved they will be processed on the 15th and the 30th of every month.

Cash Box/Petty Cash for Events

- If you need a cash box or cash bags for an event, **contact the Treasurer one week prior to your event.** Arrangements will be made for drop off/collection of cash boxes/bags.
- Treasurer will complete the Cash Box Exchange Sheet ([document D](#)). Committee chair will verify and sign for the petty cash/cash boxes. The Exchange sheet will stay with the cash boxes/bags during the duration of the event.
- **The Treasurer and another Board Member or Committee chair will count the cash boxes/petty cash.** They will separate the petty cash (using the exchange sheet) from the event earnings. Two deposits will be made, one for the petty cash and one for the events earnings.

Turning in money

- Treasurer or another PTO Board member and committee chair will count the cash boxes at the end of the event.
- They will complete a PTO Deposit Form ([document E](#)) **petty cash total and one for the events earnings.**
- **The Treasurer or Board member will put deposits in a secure place on the night of the event. Treasurer will make a bank deposit during business hours.**
- If you are **collecting pre-payment** for an event (ASE, Ice Cream Social, etc), **checks must be turned in to the Treasurer as soon as possible to the Treasurer's locked Deposit Box in the Bell Graham office.**

Please contact the Treasurer with any questions.

Treasurer: Lori Sheehy
972-672-6476
lori_sheehy@hotmail.com