

Requesting Reimbursement or Payment

- To be reimbursed for expenses you have incurred for the PTA or to request payment to a vendor, please complete the Reimbursement/Payment Request Form. The form is available online in the Forms section of the PTA website or in the PTA cabinet in the office work room.
- For reimbursement requests:
 1. Attach original receipt(s) to the form.
 2. Submit your request within 30 days of incurring the expense(s).
- For vendor payments, attach an invoice or order form (for prepayment orders)
- Place the completed form and supporting documents in the PTA cabinet in the office work room.
- Allow one week for check processing.
- All reimbursements requests must be submitted at least 1 week prior to the end of the current school year.

Requesting a Cash Box

- To request a cash box and change for it, please contact the Payables Treasurer at least two weeks before the event. Requests can be e-mailed (treasurer@puestadelsolpta.org) and should include the following information: name and date of the event, number of cash boxes, and amount of change needed (\$20 - \$40) per cash box.
- A check will be issued to the Committee Chair for the amount requested.
- Each cash box will have a Money Receipt / Tally Sheet. Please fill out the top part of the form before the start of the event and sign it to verify the starting amount in the box.
- At the end of the event, the money **must be counted by 2 people** and recorded on the Money Receipt / Tally Sheet. The sheet **must be signed by the 2 individuals** counting the money to verify the amount.
- If collecting money for different items, for example tickets, bake sale, pizza, etc, please keep the money separate for bookkeeping purposes.
- The Committee Chair(s) are responsible for the cash box and its contents until turned in to the Treasurer(s).
- One of the treasurers will do their best to attend the event and collect the cash box(es) and money for deposit.
- If a treasurer will not be at the event, see below for information on depositing money.

Depositing Money

- Complete the Deposit Detail Form, which is available online in the Forms section of the PTA website.
- For entering cash in the worksheet, enter the total on a line in the "Amount" column and leave the other columns blank unless the payor's name is known.
- If the form is completed electronically, the subtotals for checks and cash and the grand total for the deposit will be calculated automatically.
- Please contact the Receivables Treasurer to set up a time to turn over the deposit.
- Put the money and a copy of the Deposit Detail Form in an envelope addressed to the Receivables Treasurer. If the form was completed electronically, please also e-mail the form to the Receivables Treasurer.
- If you are a Committee Chair for an ongoing event such as Spiritwear or Yearbooks, please submit your deposits frequently (every few days), rather than holding on to all the cash and checks until the end of the event.
- Please turn in money for deposit as soon as possible after an event. Holding on to checks can result in returned checks and bank fees for the PTA.