



Pershing PTO Financial Guidelines

1. PTO Budget

1. Know the amount of your committee's budget and stay within your budget.
2. If you will surpass your expense budget by more than \$500 the PTO by-laws require an additional board approval.
3. If you are working on a committee that does not have a separate line item for expenses you are able to request payments and reimbursements for appropriate expenses. Please note however that it is expected that your revenues will exceed your expenses.
4. The PTO is a non-profit tax exempt organization and such we do not pay sales tax on purchases for PTO use. We cannot reimburse you for sales tax that you pay.
5. Please do not co-mingle funds between different committees / budget lines. On an as needed basis, an emergency request can be funded via the cash box in the school store but it will require prior approval from either a Co-President, Treasurer, or Assistant Treasurer.

2. Reimbursement Procedures -

1. Direct Reimbursement -

- a. Please keep receipts for all purchases and turn in receipts for reimbursement as soon as possible. Cash register and credit card receipts need to be taped on a 8.5x11 black piece of paper for ease of filing. Additionally, this will prevent the misplacement or deterioration of receipts.
- b. Use a Reimbursement Form to request payment of bills or for reimbursement of prior purchases. The reimbursement form can be found on the PTO website. Please note that missing information will delay the reimbursement request.
- c. Fill out the reimbursement for completely and leave in the drop safe in the school store or drop off / mail to 3734 Bellefontaine. Do not expect the treasurer to obtain approvals or to chase down missing information
- d. **Requests will not be processed by email.**
- e. Checks will be returned to the address on the reimbursement form within 3 weeks.

2. Invoice Payments –

- a. Please do not submit invoices for payment until you have received the ordered items and inspected them for possible damage. Please do not request a payment of an invoice without filling out the Reimbursement Form found on the PTO website.
Requests will not be processed by email.
- b. If you would like the payment to be mailed please ensure the address for payment is included on the reimbursement request form.
- c. If you would like to make special arrangements to pick the check up from the treasures home, please make sure to include the request on the reimbursement form.
- d. From time to time, vendors will request payment upon delivery. Please make sure that the request for payment is made 3 weeks in advance.

- e. Please DO NOT promise payment dates or provide the treasurers personal contact info to vendors.
 - f. Please do not have your vendor's direct bill the school or send invoices to the school. As a committee leader you are responsible for facilitating payments to the contractors you have chosen.
3. Advances -
- a. If you are supporting a committee that requires continual purchasing of supplies, you may request a pre-paid credit card in the amount of \$500. Prior to reloading the card, receipts for all purchases must be submitted. Approval is required by a PTO Co-President and Treasurer to receive an advance.
 - b. This request should be made via email to a PTO Co-President. You should provide a paragraph explaining the general nature of the purchases you will be making on behalf of the PTO. Once the Co-President has approved the request, she will forward the request to the Treasurer who will approve.
 - c. A pre-paid visa card will be purchased and delivery arrangements will be made between the treasurer and recipient.
4. Cash Requests-
- a. Certain events will require cash to start an event. Please complete the Petty Cash Request Form and leave in the drop safe in the School Store or deliver / mail to 3734 Bellefontaine.
 - b. Please specify the exact breakdown in bills and coins needed.
 - c. Cash requests require a 10 day notice to ensure time to make a bank run.
 - d. **Requests will not be processed via email.**
5. Inquiries
- a. Please send all inquiries regarding payment status to pershingptotreasurer@hotmail.com. Inquiries will be routinely addressed on Saturday or as time permits.

3. Deposit Procedures

- 1. To submit funds for deposit, you must complete the Deposit Form. Copies of this form are available on the PTO Website. The committee member should also keep copies of the deposit form. The details of the deposit are not recorded into the PTO accounting system.
- 2. All deposits should be left in the drop safe in the School Store. Please **DO NOT** leave a deposit at the Treasurers personal residence. PTO money should never be deposited into any account other than the PTO bank account.
- 3. If you need to request a refund for any reason, please follow the reimbursement procedures.

4. Miscellaneous

All proposed contracts requiring a signature on behalf of Pershing PTO must be submitted to the President or Treasurer for review and approval prior to signature by an officer or committee chairman.

Thank you for donating your time and effort to make Pershing a great school. If you have any questions about a PTO financial matter, please feel free to call the treasurer.

Contact Names and Numbers

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