

SCLS PTO REIMBURSEMENT/DEPOSIT/PETTY CASH/ CASH BOX REQUEST GUIDELINES

Please read these guidelines carefully before requesting reimbursement of expenses, payment of invoices, deposits and cash requests for St. Catherine Laboure PTO. Following these guidelines will ensure that all monetary matters are handled in an accurate and efficient manner. A copy of the Treasurer's forms are attached to these guidelines. Please make copies as needed. Additional forms may also be picked up from the School Office, by contacting the PTO.

To request reimbursement for expenses or payment of invoices

- All requests for payment of expense reimbursements **must** have the original receipts (please review for accuracy) or billing invoices (no exceptions) in order to receive reimbursement. Invoices should be stapled to the back of the form. (No loose receipts will be accepted). All invoices for items (e.g. Fall Fundraiser, Entertainment Books, Book Fair, etc.) should be accompanied by a report of the number of items ordered and payments received, reconciled with the number of items purchased and their cost. Please submit original form to Treasurer and keep a copy in the committee folder.
- Prior to making a purchase it is YOUR responsibility to verify that expense has been budgeted for in the current school year. **Items not budgeted must obtain prior approval from the PTO Board or the PTO Treasurer. Items purchased which have not been budgeted will not be reimbursed without prior approval.**
- All requests must be submitted at least **two weeks/fourteen (14)** days prior to date needed and within 30 days of invoice date. Any request submitted after the 30 day period will be considered to have forfeited the right for repayment, unless the PTO Board has approved an extension. Every attempt should be made to have all requests in by June 30th of each school year. Reimbursement will be returned via the School Office for pick-up or can be sent home with your child (Treasurer is not responsible for lost checks).
- Unusual expenditures or expenditures above the amount budgeted for a given committee or function/activity must have prior PTO Board approval or reimbursement will not be given. Please review your budget as far in advance as possible to allow for discussion at a PTO board meeting prior to your event. If you do not know the budget amount for your committee, please contact the PTO Treasurer, prior to your event. In addition, if you believe your committee will exceed the budgeted amount or you have an unusual expenditure, contact the PTO President to request time on the PTO agenda.

To submit a deposit

- All requests for deposits should be submitted to the School Office for the Treasurer **within two weeks/fourteen (14) days of receipt**. You will be required to complete a Treasurer Deposit Form. Committee Chairs must contact the PTO Treasurer by email at jitstak@comcast.net or telephone at (717) 580-4331 when a deposit is left at the school office.
- Please provide the reason for the deposit, the total cash amount and total check amount. A signature is required to verify amount of deposit. Any monies received without a request form will **not** be accepted in the school office. **Deposits should not be given to the Treasurer. All monies go through School Office.** The PTO Treasurer will confirm the amount of the deposit and make the deposit at the bank.
- In a separate spreadsheet, committee chairs should track receipts by recording the check number amount and name (checks should be sorted by amount – highest to lowest values). A copy of the record should be attached to the Deposit Form as well as a copy kept in the Committee folder.

To request petty cash/cash box

- When a committee is in need of a cash box and/or petty cash for a function/activity, please complete the Petty Cash/Cash Box Form.
- Submit your request by contacting the Treasurer. The request form must be submitted **at least two weeks/fourteen (14) days prior** to the date the funds are needed (petty cash requests require advance notice to allow the treasurer sufficient time to go to the bank). If submitting form through school office, please email or call the Treasurer so the Treasurer is aware that the form has been submitted. You may also email or fax the form to the Treasurer.

NOTE: The date you submit a request to the school office is NOT the date that it is received by the Treasurer.

*The Treasurer picks up requests on a weekly basis. Therefore, it is your responsibility to allow ample time for reimbursement.
In addition, the Treasurer ONLY cuts checks once every two weeks.*

If you have any questions, please contact, PTO Treasurer, Jenny Sustak, by telephone at (717) 580-4331, or email at jjtstak@comcast.net.