

Creech PTA Treasurer Payment/Receipts Procedures

PTA Disbursement Form

- Complete all sections of the PTA Disbursement Form and attach receipts to the back of the form. Sales tax **will not** be reimbursed *unless* purchase is made at Sam's Wholesale Club. Also, we encourage everyone to delay turning in receipts until you have spent at least \$20.00, unless you do not plan on having any additional receipts to turn in. This will help us eliminate a lot of paperwork.
- After Disbursement Form is completed, you must have the committee chairperson approve the reimbursement. The committee chairperson will then place the form in the Executive Board Approval folder in the PTA box. Each form must be authorized by an Executive Board member.
- After form has been authorized, the executive board will place the completed form in the Treasurer folder in the PTA box.
- Forms are picked up by the Assistant Treasurer, Vicki Telschow, on Thursday at 3pm. Checks will be ready for pick-up the following Wednesday morning (in most cases) in your designated folder (if you have one), or the Check Pick Up folder located in the back of the PTA box.

PTA Itemized Receipt Form/Deposits

- Complete all sections of the PTA Itemized Receipts Form.
- You must have a second counter for the money in order to confirm the deposit amount. Please note the Treasurer **should not** be your second counter.
- Place completed form and corresponding deposit amount in the PTA safe located in the school office. Important: Please notify the Treasurer, Lynn Potts, either by phone or e-mail (treasurer@creechpta.org) that a deposit has been placed in the PTA safe.
- The Treasurer, Lynn Potts, will make the deposit into the Creech PTA checking account.

If you have any questions, please contact Lynn Potts at treasurer@creechpta.org.