

Wood Middle School PTA

Procedures for requesting or depositing funds to the PTA Account

Requests for Reimbursement (PTA checks):

- Only line items that have been approved in the FY 01/02 budget are eligible for PTA funds. Requests for funds not allocated in the budget must be made to the PTA Executive Committee and will be presented for consideration at a PTA meeting.
- You must first have approval from the PTA President, Vice-Presidents, Treasurer, or Committee Chairperson prior to making a purchase for which reimbursement from PTA funds will be requested.
- All requests for PTA reimbursement, or requests for a check for an event must be submitted on the yellow "Wood PTA - Reimbursement Request" form available in the Treasurer's box in the school office. Please complete all information requested.
- If available, requests for reimbursement should be accompanied by receipts or other documentation to substantiate the request.
- Recipients of checks should cash them in a timely manner.
- If checks are to be returned via mail, either to the requester, or to a vendor, etc., please include a pre-addressed, stamped envelope.
- Do not use cash income received from an event to reimburse yourself for expenses for that, or other, events. Keep the transactions separate.

Event Income for Deposit

- All income from events, fundraisers, contributions, entrance fees, etc. which are to be deposited in the PTA account, must be submitted on the green "Wood PTA – Income – Receipt for Funds Submitted" form available in the treasurers box in the school office. Please complete all items requested.
- All income received on behalf of the PTA must be submitted in a timely manner. Monies should be submitted within 10 days from the close of the event. If you need help meeting this deadline, please contact the treasurer for assistance.
- Allowing sufficient time for checks to clear prior to distributing goods or services will lessen our exposure to bad debts.
- If your deposit contains cash, please contact the treasurer to make arrangements for pick-up. Deposits of checks only may be left in the treasurer's box in the office.