

PTO CHECK/CASH REQUEST PROCEDURES

1. All check or cash requests must be accompanied by a completed PTO Check Request form.
2. For general PTO matters, approval of the PTO President and PTO Executive Vice President is required for the following:
 - a. All Check Requests over \$150
 - b. All Check Requests not accompanied by a receipt, invoice, or purchase order
 - c. All requests for cash
3. If the PTO President or PTO Executive Vice President is requesting the check, then the PTO Secretary shall sign the check request form in their place.
4. For Autumnfest matters, approval of the Autumnfest Chair or Co-chair and the PTO President or PTO Executive Vice President is required for the following:
 - a. All Check Requests over \$150
 - b. All Check Requests not accompanied by a receipt, invoice, or purchase order
 - c. All requests for cash
5. Check/Cash Requests must be submitted within 30 days for reimbursement or they will not be honored. All third party invoices must be submitted immediately to allow for payment in a timely manner.
6. Check/Cash requests will be issued at least twice a month. The PTO Treasurer will issue checks to third party vendors either upon receipt of the invoice or before the due date stated on the invoice.
7. Any check, regardless of amount, made payable to the PTO Treasurer or PTO Assistant Treasurer should be signed by the person that is not the Payee.

OTHER PROCEDURES

1. The PTO will not reimburse anyone for the cost of sales tax. However, if items are purchased from Costco Wholesale and they do not honor the tax exempt status, the PTO will reimburse for sales tax on the items purchased from this store. The PTO has a Sam's Club membership.
2. The PTO Treasurer will take the necessary steps to collect the money due on all returned checks.