

Lakeway Elementary School PTO

Money Handling Procedures

- ★ If you need start-up money for an event, fill out a CASH BOX REQUEST and give to the school secretary, the PTO President, or Treasurer. Return the cash box with the start-up money in it after the event.
- ★ Counting the money. *PLEASE do not let money leave the school.*
 - ★ Separate cash from checks.
 - ★ All bills facing the same direction.
 - ★ No staples in checks (or bills).
 - ★ Two people count the money and fill out a DEPOSIT NOTICE.
Note: you do not have to count coins, the bank will do that.
 - ★ Count checks. If the event you are counting for involves the purchase of a product (e.g. EPI, School Supplies), there needs to be a record of the check writers name, check number and check amount attached to the Deposit Notice (just in case there is confusion upon receipt or they need a refund).
 - ★ **ALL MONEY SHOULD BE TURNED IN TO THE TREASURER WITHIN 1 WEEK OF THE END OF THE FUNDRAISER.**
- ★ We do not reimburse sales tax, we are tax exempt. Exemption Certificates are in the Treasurer's box in the workroom file cabinet.
- ★ If you incur an expense that falls within the approved budget, fill out a REIMBURSEMENT FORM and put in the Treasurer's "In Box" in the workroom file cabinet. **ALL REIMBURSEMENT REQUESTS SHOULD BE TURNED IN WITHIN 30 DAYS OF EVENT**, or it will be considered a contribution.
- ★ If you have a vendor that needs to be paid, fill out a CHECK REQUEST and put it the Treasurer's "In Box" in the workroom file cabinet.
- ★ When making purchases on behalf of the PTO and the expense amount seems expensive or unreasonable, PLEASE check with an Officer to see if we may have a resource that gives us a better price, or is free! An example of this would be printing/copying.