



Requesting Reimbursement or Payment

- To be reimbursed for expenses you have incurred for the PTA or to request payment to a vendor, please complete the Reimbursement/Payment Request Form. The form is available online in the Forms section of the PTA website or in the PTA cabinet in the school office work room.
- For reimbursement requests:
 1. Attach receipt(s) to the form.
 2. Submit your request within 30 days of incurring the expense(s).
- For vendor payments, attach an invoice.
- Place the completed form and supporting documents in the PTA cabinet in the school office work room or scan the documents and send them to the Payables Treasurer at treasurer@puestadelsolpta.org.
- Allow two weeks for check processing.
- All reimbursement requests must be submitted at least 1 week prior to the end of the current school year.

Requesting a Cash Box

- To request a cash box and starting funds for it, please email the Payables Treasurer and Receivables Treasurer at least two weeks before the event at treasurer@puestadelsolpta.org and deposits@puestadelsolpta.org. Include the following: name and date of the event, number of cash boxes, and amount needed (\$20-\$40) per cash box.
- A check will be issued for the amount requested. The requester is responsible for acquiring the desired change for the event.
- ALL cash handlers **MUST** be PTA members and over the age of 18. Never have a student at the cash box.
- Each cash box should have a Money Receipt / Tally Sheet. Please fill out the correct portions of the Tally Sheet at the beginning and end of the event. See second page for a sample completed Tally Sheet.
 - **Starting cash** must be counted by the Event Chair and one other PTA member. Both individuals must sign on the **top portion** of the tally sheet.
 - **Ending cash** must be counted by two (2) PTA Members. Both individuals must sign on the correct lines on the **bottom portion** of the Tally Sheet.
- If collecting money for different items, for example tickets, bake sale, etc., please keep the money separate for bookkeeping purposes. Please note the type of sale on the "Event" line of the Tally Sheet. For example, "International Fair – Tickets" and "International Fair – Bake Sale."
- The Event Chair(s) are responsible for the cash box and its contents until turned in to the Treasurer(s). Under **NO** circumstances should a cash box go home with you.
- One of the treasurers will do their best to attend the event and collect the cash box(es) and money for deposit. If the Treasurer will not be at the event, see below for information on depositing money.

Depositing Money

- Place the tally sheet and money in a sealed envelope addressed to the Receivables Treasurer. The envelope may be placed in the PTA monetary mailbox located in the front office. Return any cash boxes to the PTA office located next to the gym.
- If you will not have access to the office at the end of the event, please contact the Receivables Treasurer at deposits@puestadelsolpta.org to make other arrangements.
- If you are a Committee Chair for an ongoing event such as Spiritwear or Yearbooks, the Receivables Treasurer will provide you with a list of payment details.



_____*Volunteer Signature (PTA Member)*_____