



PTA Money Procedures for Event/Program Chairs and Volunteers

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 [PTA Reimbursement Request Form](#). A hardcopy of the form can be found in the PTA cabinet in the school office workroom.
 - Complete form fully
 - Please fill in budget line item or Event name (contact your respective VP or Director for budget line item number)
 - Attach receipts and/or invoices
 - Attach signed contracts if applicable
 - Place documents in the Treasurer box in the PTA cabinet in the school office workroom
 - Keep a copy for yourself
 - Alternatively, you may email form and support documents to Treasurer@puestadelsolpta.org for reimbursement.
 - Allow 2 weeks for check processing.
 - All reimbursement requests must be submitted at least 1 week prior to the end of the current school year.

Cash box Procedures:

- If an event or program will require a cash box. Starting funds (seed money) should be provided by the Event Chair, VP or Director. If necessary, please email president@puestadelsolpta.org for necessary cash. A cash box can be found in the PTA office.
- Starting cash must be counted, documented and signed-off on the cash “[tally sheet](#)” at the beginning and at the end of the event by 2 PTA members. Cash is then returned to the provider by the counters.
- It is recommended that there is at least \$40 of seed money with small bills for most events per cash box.
- All cash handlers must be 18 years of age and PTA members
- At the end of the event after seed money is returned to provider. All other dollars should be counted by 2 PTA members. The totals should be documented on the [Tally Sheet](#).
- The cash and tally sheet should be placed in an envelope, labeled “Deposits Treasurer”, sealed and given to the Deposits Treasurer, if present at the event. Or placed in the PTA safe in the front office or the PTA office cabinet.
- Please email deposits@puestadelsolpta.org when money is placed in the safe.
- If cash for more than one event or category is being collected and counted, please count separately and fill out multiple tally sheets with appropriate category listed (e.g. Spirit Wear, Bake Sale).