

Rules for Check Request Procedures & Cash Disbursements

1. A pink check request form must be filled out for all disbursements. These are located in the cabinets above the PTA folders in the workroom.
 - An invoice **MUST** accompany all check requests
 - Sales Tax **cannot EVER** be paid or reimbursed. Please use the tax exempt forms when purchasing any items to be reimbursed by the PTA.
 - Fill out the forms completely, including the description and budget category (if unknown contact the Treasurer)
 - Make sure it is signed by the Committee Chairman
 - Return to President or Vice President folder for signature
 - If check is needed immediately, call Treasurer (Susie Learmont), Otherwise, checks will be written on a weekly basis
2. Any monies collected should be counted by a least two people, documented and signed. One copy of documentation should be kept by the chairman and one given to the treasurer along with the money to be deposited.
3. Committee Chairmen are responsible for making sure they know what their budget is. The budget cannot be exceeded without being amended by a vote of the PTA at a general meeting. No disbursements will be made in excess of a budgeted amount without such amendment.
4. All cash and checks collected should be given to treasurer for deposit in a timely manner.

NOTE:

Please use the PISD copy center when making copies. The cost of the center is significantly cheaper than using Kinko's or Office Max. I understand that there are situations when time constraints are an issue but when it is possible it would make a huge difference in the amount of money Huffman spends on copies.