

FOUSE ELEMENTARY PTO

TREASURER GUIDELINES & PROCEDURES



Fouse Elementary PTO is a non-profit organization. If possible, please use our PTO's Federal taxpayer identification number when making purchases so you will not be charged sales tax.

The Federal Identification number for Fouse Elementary PTO is 45-5026761. If the vendor requests a tax-exempt certificate to keep on file, please contact the Treasurer to obtain a copy.

REIMBURSEMENT/CHECK REQUEST:

1. Please make sure that your spending is included in the budget. Special requests for funding should be brought before the PTO board before the budget is exceeded.
2. Please include the original receipt with your check request form.
3. Complete the Fouse PTO Check Request Form and attach your receipt(s). Place completed form and attached receipts in the PTO Treasurer's mail slot in the PTO office.
4. If requesting a check in advance, please give the Treasurer a 5 day notice to allow for timely delivery of check.
5. Please turn in receipts for reimbursements in a timely manner.

CASH RECEIPT/DEPOSIT:

1. At least one week prior to your event, please contact the Treasurer and remind her of the time, location and duration of the upcoming event. If you need the cash box and change on hand at the start of your event, please complete the Fouse PTO Request for Cash Box form. Keep this form to turn back in at the close of your event.
2. On the first day of your event, we will provide you with a cash box with the amount of change in the denominations you have requested.
3. Make arrangement to have two committee members available to each make a count of proceeds at the end of each day and document on the Fouse PTO Event Deposit Form.
4. If the event runs for more than one day, make arrangements to have the cash box locked up in the school office for safekeeping. You may complete a Fouse PTO Event Deposit Form each day or each time you deliver monies to the Treasurer.
5. At the end of the event, finalize the Fouse PTO Event Deposit Form for all cash and check proceeds. Please have two counters sign the form.
6. Please notify the Treasurer when any monies are ready to be picked up.