

Douglas Elementary PTO Financial Procedures

PURCHASES

The **Activity Fund Check Request** (can be found on the PTO blog or from the DES front office from Rose Engel) must be completed for the following:

- Reimbursement for purchases made
- Check requests to be sent directly to vendors

This form must be submitted with receipts and/or invoices within 30 days of purchase or the event. If the receipt contains items for multiple PTO budget items, please summarize the amounts for each PTO budget line item on an accompanying note or on the receipt itself. Credit card receipts that only show the total amount charged, without detailing items purchased, cannot be accepted. Unused items should be returned to the place of purchase for a refund before submitting for reimbursement.

Per the PTO Bylaws, any request for a non-budgeted item should be submitted to the PTO for approval prior to the expenditure or purchase. Approval for the disbursement will be determined through a PTO vote, either in person or electronically. The Executive Board can approve the request without a majority vote if the request is less than \$500.

Completed forms may be placed in the PTO mailbox located at DES and will be picked up twice weekly for review and approval. Check Request forms and accompanying documentation may also be emailed to the Treasurer at hhunt@communitywestcu.org.

The Account # section on the Check Request form must reference the correct general ledger account that the funds are being reimbursed from. General ledger choices are listed on the following page.

The Purpose for Payment section on the Check Request form must detail the correct PTO Budget Line item. Approved PTO Budget line items are listed on the following page.

The Activity Fund Check Request form must be signed by the PTO Treasurer or the PTO President prior to approval by the DES Principal or Athletic Director.

CASH BOXES

If you require a cash box and/or the PTO iPad or square for your event, please notify the Treasurer at least 5 days prior to the event with a request of amounts and denominations needed for the event. The Treasurer will contact you when the cash box is ready to be picked up. If you are unsure of the dollar amount needed for the cash box, please contact the Treasurer or the President. IOUs are not an acceptable form of payment and will not be accepted.

DEPOSITS

All deposits should be made within 10 days of collection; cash deposits must be made within 2 days of an event. When making a deposit, please complete the deposit envelope and drop off at DES office to Rose Engel. Please notate on the deposit envelope which PTO general ledger the funds should be applied. In addition, please send an email to the Treasurer at hhunt@communitywestcu.org to ensure that the deposit is credited to the correct general ledger through central office.

GENERAL LEDGERS

- 1301 - General Fund
- 1302 - Field Trip
- 1305 - Spirit-Wear
- 1303 - Wellness
- 1304 - Walk-a-Thon
- 1207 – Garden Project

PTO BUDGET LINE ITEMS

- After School Club Subsidy
- Brainstormers
- Bulletin Board
- Directory Printing
- Eloquence Day
- Field Day
- Field Trips
- Garden
- Holiday Workshop
- Office Activity Fund
- Office Emergency Discretionary
- Playground Equipment
- PreK Open Door
- Real Food
- Science (Field Trips & Supplies)
- Screen Free Week
- Snacks
- Special Events (Winterfest)
- Staff Appreciation
- Supply Closet
- Swimming Lessons
- Symphony
- Teacher Appreciation
- Teacher Classroom Supplies
- Welcome Committee/Open House Ice Cream