



## **Sampson Elementary PTO Deposit and Check Request Procedures**

### **Deposits:**

1. All monies collected by the PTO must be counted onsite by one (1) PTO Board member and one (1) member in good standing.
2. Record all money received on a deposit form. The person collecting the money should tabulate and then sign off on the deposit form. The deposit total needs to be verified and the deposit form signed by one board member.
3. Place funds and deposit form into an envelope ó especially important with deposits that include cash ó or staple checks to deposit form. All funds are to be placed in the safe located in the VIPS workroom.
4. Please do not put deposits (checks or cash) in treasurer's VIPS box or the file folder in the front office.

### **Check Requests:**

1. According to the bylaws:
  - a. Budgeted expenditures under \$250 may be incurred at the discretion of the chairperson.
  - b. Budgeted expenditures more than \$250 must receive prior approval of the vice president to whom the chairperson reports.
  - c. All unbudgeted expenditures must receive prior approval by a majority vote of those members present at a Board meeting.
2. Submit all check requests with receipts attached to the request. Please have the committee chair or vice president approve the check request. Place check requests in the treasurer's VIPS box.
3. Since all checks must be signed by two people, please give enough lead time for the checks to be processed. I cannot guarantee same day or next day requests.
4. When the checks are ready, Sampson parent reimbursements will be left in the PTO file in the front office. Vendor invoices will be mailed directly to the recipient.