



Pine Dragons PTO

Pine City Elementary School
700 6th Avenue SW
Pine City, MN 55063

E-mail: pinedragonspto@yahoo.com
Website: <http://www.pinedragonspto.weebly.com/>

FORM INSTRUCTIONS FOR CHECK/REIMBURSEMENT OR CASH REQUESTS

Forms can be found on our Website at: <http://www.pinedragonspto.weebly.com/>

All funding requests **MUST BE APPROVED** by the PTO Board **BEFORE** expenditures are incurred or an approved budget is exceeded. Committee Chairs are responsible for overseeing the spending of their committee members; so that, approved budgets are not exceeded.

All correspondence with the Treasurer or President can be done through the PTO mailbox in the school office, by phone, or by email. Please do not send the Treasurer or President any documents home with a student, unless otherwise instructed.

For your convenience, "Event Budget" forms are available on our website to record/track your committee budget balance.

Check/Reimbursement Request:

Please use the PTO Check/Reimbursement Request form for reimbursement of PTO Board approved expenditures that you have already purchased, for approved vendor payments in advance or for payments that you wish the PTO to make directly to a vendor. Please purchase PTO items on a separate receipt. We cannot accept receipts that include PTO items and other non-PTO goods. This keeps our records easy to read and audit.

Each approved project/budget category activity will need a separate Check/Reimbursement Request form. However, multiple receipts within an approved project/budget category (e.g., event paper products, name tags, balloons) may be included on a single Check/Reimbursement Request form. Complete a PTO Check/Reimbursement Request form (available on the PTO website or by email).

Due to signatory requirements, the PTO requests at least one calendar week from receipt of the Check/Reimbursement Request to process/mail the check.

Complete a Check/Reimbursement Request form for each vendor and submit the invoice to be paid with the form.

Staple the form to the receipt(s). Place the completed form in the PTO mail box in the school office or bring to the regular scheduled PTO committee meeting. Please phone or email the President to notify them of a Check/Reimbursement Request submittal. The President will contact you if there are any questions and mail the reimbursement to you in a timely manner.

PLEASE HELP US KEEP OUR RECORDS CURRENT BY CASHING YOUR CHECK PROMPTLY! THANK YOU!

Cashier Report (Starting Cash Boxes and Bank Deposits):

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in to the PTO. Two committee members should count the money, and complete a Cashier Report. The money should then be turned in to the Treasurer or President for deposit into the PTO bank account.

If you are in charge of an activity that needs to have change prepared, submit a Cashier Report form to the Treasurer or President at least one week in advance of the event. On the form, indicate the type of change and complete one form per cash box requested. Please call or email the Treasurer or President to make them aware of your request.

Cash boxes require a trip to the bank, so advance notice is essential.