

Accounting Policy and Procedures

Cash Verification Form

1

The chair of the activity is responsible making sure the treasurer receives all revenue immediately after completion of the activity. The chair and another person should count the monies received, and both sign the verification form. Even if the project is a continuing one, the money should be deposited weekly in the PTA's bank account.

2 All funds should be placed in the locked PTA box in the Teacher's Lounge. If funds will not fit in the box, see Carmen in the front office for an alternative.

Check Request Form

1

The check requester should complete the top portion of the form as indicated including the following information: date, brief description, amount to be paid, and budget line item(s), with the signature of the president authorizing payment. A check request, with receipts attached, should be prepared for each check request.. Only original can be approved for payment.

2

Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses. Signature of the PTA president is required before treasurer will issue check.

3

Use the check request form for all cash box needs. When returning the cash , use the cash verification form.

4 Check request should be submitted at least two weeks in advance. All check request submitted by Tuesday AM, will be processed the following Tuesday AM.

5 After the check is generated, it will be placed ___ or mailed are instructed.