PTA TREASURER REQUEST

☐ **Reimbursement** (Receipt Required) ☐ **Pay Invoice** (Invoice Required for Purchase Order) ☐ **Request Cash Box** ☐ **Deposit Money Raised** (2 Signatures Required) ☐ **PayPal Transfer** ☐ **Donation**

REQUESTOR:	***DATE:***
TOTAL $ Requested /Deposited:	***Event:***

NOTE: **CASH BOX REQUESTS**: Standard start-up cash is $200. You are responsible for allowing enough time to receive your check, go to the bank to cash the check and get the denominations appropriate for your event. At the end of your event you MUST count the money with someone else and submit money/checks with this form to the Treasurer.

Payment Request Details

ITEM(S) PURCHASED/ REQUESTED:	
ATTACHMENT (circle one)	Receipt / Invoice / Contract / Expense Estimate
Check Payable To:	
DELIVER Check To:	

INSTRUCTIONS:

- Please attach all receipts or vendor invoices. No payment will made without a valid receipt, contract or invoice.
- ALL receipts MUST be submitted within 30 DAYS of expense and no later than the last day of the school year.
- Please cash checks promptly, and by June 30th at the latest.
- Special Funding Requests: Must be submitted at least 15 business days PRIOR to need and no later than March 30th. Please check "Pay Invoice" and attach a write-up with details per Standing Rules.

PARENT FORM SUBMISSION: Please place your completed form in the PTA Treasurer mailbox in the main office or send to Treasurer@SampleSchoolPTA.org. Please HAND DELIVER DEPOSITS to the Treasurer or ensure they are locked in the office.

TEACHER FORM SUBMISSION: The PTA provides funding for classroom supplies, technology/hardware, software/applications, books, garden supplies, field trips and a variety of other expenses that support your instructional needs.

To ensure we utilize available grants/county funding, please submit your form to the principal for their initials, and then place your request in the PTA Treasurer Mailbox in the main office.

Reimbursements will be made: Within 1 week for expenses over $100 and within 3 weeks for expenses under $100. Checks will be sent home with your student unless you request otherwise.

Principal REVIEW (Teachers Only) : _____ (Initial & Date)

Deposit Details

CASH TO DEPOSIT	
Denomination	**$ Amount**
Fifties	$
Twenties	$
Tens	$
Fives	$
Ones	$
Quarters (Roll=$10)	$
Dimes (Roll=$5)	$
Nickels (Roll =$2)	$
Pennies (Roll=$0.50)	$
CASH SUBTOTAL	$

CHECKS TO DEPOSIT		
Name on Check	**Check #**	**Amount**
		$
		$
		$
		$
		$
		$
		$
CHECK SUBTOTAL		$

Attach additional sheet with ALL information if depositing more checks

TOTAL BANK DEPOSIT:	$
Did you have start-up cash?	
VERIFICATION SIGNATURE 1:	
VERIFICATION SIGNATURE 2:	

CREDIT CARD TRANSFER	GROSS INCOME: _____ PAYPAL FEE: _____ **= NET** INCOME: _____

PTA TREASURER USE:

Check #:	
Budget Item:	
Attachments	Check Dup / Deposit Slip / Paypal Report / Transfer Confirm.
Entry Notes	