

Mountain Park Elementary PTA FINANCIAL PROCEDURES

If you NEED money FROM the PTA:

It is your responsibility to make sure any money you spend is within the current budget and approved by your Vice President. The PTA cannot write any checks without an attached receipt or invoice.

Complete a Check Request Form as shown below within 45 days of the expense. Forms are in the front of the top drawer of the filing cabinet in the PTA office or at [Treasurer Information - Mountain Park Elementary PTA \(mpepta.com\)](http://mpepta.com). Petty cash can be requested using this form as well. Check requests must be submitted by Thursday to be written the following Friday morning.

Attach ORIGINAL receipts, contracts, invoices etc. Keep copies if you require them.

If you have received a bill to be paid, then the check can be written directly to the vendor, but you must still submit and sign the invoice with a completed check request form.

Have the Check Request Form approved by your Vice President. Then place the completed form in the Treasurer's Dropbox outside of the school.

**Mountain Park Elementary PTA
Request For Check**

Please put this form in the Treasurer's Folder in the PTA file cabinet after receiving the appropriate approval. Note: A receipt must be attached for all expenses.

Checks will be placed in the first folder in the PTA file cabinet. If you want your check mailed to you please attach a self-addressed stamped envelope. Vendor's checks will be mailed to the address provided below. *Lost checks will not be re-issued until after 90 days from the date of the check. All checks not cleared as of June 30 of each year will be voided w/ a stop payment. Please note that per PTA Bylaws, all expenses must be submitted within 45 days of the event. No expenses will be reimbursed after that time.*

Thanks, Caulie Hamling, Treasurer 770-315-2491, cauliehamling@gmail.com

Date of request: today's date

Date Needed: Next check run or ___/___/___

Make check payable to: _____

Amount requested: \$ must match ATTACHED receipts

Description of expenditure: what you bought

Budget to be charged against: _____

Person requesting: your name

E-mail address: your e-mail Phone #: your #

Signature of requester: your signature

Give or Mail Check to: your name OR vendor name

Notice

Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expense. Approval by your Vice President is required before the Treasurer will issue the check.

Approval: _____

Date: _____

For Treasurer's Use Only

Date issued: _____ Check number: _____

Charged to budget item: _____

Signature of treasurer: _____

Checks are written every Friday at 9am. If Friday is not a school day, then checks will be ready the next school day.

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If you RECEIVE money FOR the PTA:

INCOMING FUNDS (CHECKS AND CASH) MUST STAY AT THE SCHOOL WHENEVER POSSIBLE. In cases where, due to event scheduling, it is NOT possible to keep incoming funds at school, the PTA member who is holding the funds off site accepts ALL responsibility for the funds including potential damage to and/or loss of cash and checks. The VICE PRESIDENT over the event in question becomes responsible for verifying moneys are handled responsibly by the appropriate chairperson – including (1) verifying that funds are accurately logged and returned to the school as soon as possible and (2) that no funds are kept by any PTA member longer than 5 school days.

Complete a “Funds Received” form as shown below. Forms are in the front of the top drawer of the filing cabinet in the PTA office.

**Mountain Park Elementary PTA
RECEIVED FUNDS
(FILL OUT TOP PORTION)**

Date: _____ Activity: _____
 Chairperson _____ Budget category _____

Coins _____ pennies x .01 - \$ _____
 _____ nickels x .05 - \$ _____
 _____ dimes x .10 - \$ _____
 _____ quarters x .25 - \$ _____ Total coins \$ _____

Currency
 _____ ones x 1.00 - \$ _____
 _____ fives x 5.00 - \$ _____
 _____ tens x 10.00 - \$ _____
 _____ twenties x 20.00 - \$ _____
 _____ fifties x 50.00 - \$ _____
 _____ hundreds x 100.00 - \$ _____ Total currency \$ _____

Checks How many? _____ (Please attach check log) Total checks: \$ _____
 Grand total: \$ _____

All incoming funds must have a form like this completed!

If there are checks, you must include a separate check log (also counted and signed by two people) and enter the total here. Please endorse all checks using the stamp in the treasurer’s file.

Count the **actual** money and the **actual** checks to make sure the total

Two PTA members must count the money and sign the form.

The undersigned certifies that the funds shown above were received for PTA activities and properly accounted for.

Signature: _____ Signature: _____

For Treasurer's Use Only

Amount received: \$ _____ Date received: _____ Date deposited: _____

Budget Line item _____

Signature of treasurer: _____

Please call or text me to let me know when a deposit is ready. I can either meet you at MPE or you may leave the deposit in the vault in the office. Please let the office personnel assist you, so they will be aware of the deposit.

Once this form is complete and double counted/signed, keep a copy for your records and place the funds and form in the President or Treasurer’s hands or the school / PTA safe (in a sealed envelope).