

**West Briar PTO
Event Procedures for Committee Chairs**

Petty Cash

If you need petty cash for an event, complete a **CASH BOX REQUEST FORM** and give to the PTO Treasurer. Please allow 2-3 days from the date requested to receive the petty cash.

Collecting Funds

Most events are cash only. **Checks are only accepted for Membership and Grizzly Giving Events.** Checks should be verified by the legal line (longhand written amount). Checks must be signed and made out to West Briar PTO. Do not accept any post-dated checks. In the Memo line, write the fundraiser, child's name and grade. If a deposited check is returned, it is the responsibility of the chair to try to collect the original amount of the check.

Payments by credit card must be set up in advance through PayPal by the Treasurer. Please give 3-5 day advance notice to the Treasurer if you will be accepting credit card payments.

When preparing the deposit, separate bills by denomination and remove staples from bills and/or checks. Coins should be rolled if possible.

Chair AND Co-Chair must count the money together and fill out a DEPOSIT LOG. The deposit log and money need to be put in a sealed envelope with 2 signatures across the seal. Then drop the deposit in the lockbox located in the front office. Email/text the Treasurer that a drop has been made.

Expenses

Before making or authorizing purchases, please review the budget and make sure your expenses fall within the approved budget. **Purchases over-budget, MUST be approved by the PTO Executive Board BEFORE the purchase is made.**

Expense reimbursements and vendor check requests will be processed within 1 week from date of submittal. Please complete a **CHECK REQUEST FORM** and put in the PTO Treasurer's mailbox. Email/text the Treasurer that a check request has been left in the mailbox.

All purchases are tax exempt. Please use the **SALES TAX EXEMPT CERTIFICATE** when making purchases for PTO.

Vendor invoices can be submitted by email to westbriarpto.treasurer@gmail.com. Treasurer will forward submitted invoices to committee chair for review and approval prior to issuing payment to the vendor.

Contracts

Please do not sign any contracts. Contracts can only be signed by either the President or Treasurer.

Financials

Treasurer will provide monthly statements at each board meeting. Please review your income and expenses to make sure what you have submitted matches the financials.

Questions?

Contact Stephanie Brewster:

Email: westbriarpto.treasurer@gmail.com or call/text: 832-275-5888