

Check Reimbursement and Cash Deposit Procedures

Kittredge Magnet School 2011-20112

Committee heads and Kittredge PTA Officers,

Thank you for all of your help in making Kittredge a wonderful place for our children to learn and grow. I am the Treasurer for the PTA and therefore the contact person for anything involving money including collecting and depositing checks and paying the many bills and expenses that are associated with PTA's work. Following are the procedures that I follow to ensure that bills are paid on time and are within budget and that cash and other receipt are deposited as soon as possible:

Check Requests

Complete a check request form (a separate attachment and also available in the treasurer's yellow folder in the office). On this form indicate what the money was for by circling a budget category. Also indicate how payment should be made. Attach receipts and/or invoices. Forms submitted by school employees will need to be approved by Ms Humble.

I will pick up check requests **at least every Friday morning**. I pick them up earlier if I am at school for some reason but am committed to being at the school every Friday morning from about 7:30-8:00.

Methods of payment:

1. Check mailed to your home or business – this will be processed within 5 days of my receiving the completed request and is my preferred method of payment.
2. Check mailed directly to the vendor – this is also processed very quickly. Please make sure I have the account number, invoice number, etc to pay.
3. Check delivered to your child's homeroom – this will be delivered to your child's homeroom on the Friday after I pick up your request. Probably, the teacher will give it to your child that day to come home to you.

RUSH requests:

Please try to plan your events and requests to avoid RUSH requests. If they are impossible to avoid, please consider paying out of pocket and submitting for reimbursement. If this is impossible, I understand, I will do my best to help you with the request. Occasionally, there is a request that I attend a certain event and bring a check. This is not a great idea for two reasons: all PTA checks require 2 signatures so it is not just me you need, additionally; I cannot attend every Kittredge event, Club Day, Home room party, Conference night, etc. Whenever possible, find out the amount owed to the vendor in advance and request a specific check amount from me – I can write a check to that vendor and have it sent home to you for you to bring to your event.

Cash and Checks Received:

Many times you will receive cash or checks in association with your event or fundraiser. A cash receipts forms is included as a separate attachment. Please count the money and add up the checks. Put the appropriate amounts on the cash receipts form. Please roll the coins. This money can be left for me at school in the Treasurer's box but if there is a large amount of cash, please speak to the office personnel about leaving the cash in the office safe or in the school store (which is locked – a key can be borrowed from the office).

Thanks. Please contact me with any questions.

Judi Carlson

carlsondjn@comcast.net

770 394-5354 (home)

630 220-2178 (cell)