



Reimbursements and Money-Handling Procedures

Skyline High School PTSA

Reimbursements

To be reimbursed for an approved PTSA expenditure, please use the following procedure:

1. Complete a **“Request for Payment / Expense Reimbursement” form**, available on-line or from the PTSA Treasurer.
2. **Attach all receipts, invoices, and backup information to the form.**
3. Have your Committee Chair or VP approve and sign the form. The Committee Chair and VP are responsible for coordinating all activities and ensuring expenditures are within budget.
4. Submit the completed “Request for Payment” form directly to the PTSA Treasurer.
5. Reimbursements will be paid in a timely manner.
6. Requests should be submitted within 60 days of the expenditure or by June 1st. The PTSA Treasurer should be notified if requests are anticipated after June 1st.

Handling of Cash and/or Checks from a PTSA event

Note: All people handling money for the PTSA MUST be PTSA members.

1. Cash: All cash must be counted by at least two PTSA members and **promptly** forwarded to the PTSA Treasurer. Please submit cash directly to the Treasurer; do not place it in the Treasurer's inbox.
2. Promptly complete a **“Counting of Funds” form**, available on-line or in the PTSA Treasurer's inbox in the school office, as soon as you receive cash/checks. A separate total for checks and cash must be provided. If incoming funds arise from more than one event, committee or source, please make sure to separately indicate the total funds for each. When completing the “Counting of Funds” form you need to group checks by amount and list them from smallest to largest. Prior arrangements must be made with the PTSA Treasurer to coordinate the secure handling of funds when events end since funds cannot be safely left on school grounds and must be promptly deposited.
3. Upon receipt of checks and/or cash, the PTSA Treasurer will provide a written receipt.

If you have any questions, please call or e-mail:

PTSA Treasurer

E-mail: treasurer@skylineptsa.org