



Dommerich PTA Treasurer Procedures 2020 – 2021

Check request forms and deposit forms are available on www.dommerichpta.com website under the “Resources” tab, then under “PTA Forms.” Hard copies are also available in the Treasurer’s mailbox in the PTA closet in the front office.

Check Requests:

1. For all check requests, please submit a fully completed check request form, along with any invoices or receipts you have to support the expense. You may leave check requests in my PTA mailbox or you may email me with a PDF attachment for the check request and all receipts or invoices for the request. (dommerichelempta@gmail.com)
2. Please be patient with your check requests, as they require approval and two signatures. Expect a week between when you submit your request and when the check is available.
3. Please submit all expenses in a timely manner.
4. Please remember that each committee works within a budget and if your purchase was not approved by your committee chair prior to the purchase, you may not be eligible for a reimbursement.
5. Checks will NEVER be written to “cash.” All check requests MUST have an invoice or receipt accompanied with the request.

Deposits:

1. Deposits should be received by Treasurer as soon as possible after receiving funds.
2. Please notify me if you anticipate leaving a deposit in my PTA mailbox or home mailbox. Only leave checks, **never cash**. Please make arrangements to meet me at school or at my home if you have a cash deposit.
3. All deposits require a fully completed deposit form (spreadsheet). An example of a completed form is available on the PTA website. I am also more than happy to walk you through the spreadsheet - just ask! **Please note:** Please only list up to 20 checks on 1 deposit form, which is the maximum number the bank can scan at one time. Start a new deposit form for any checks in excess of 20. Thank you!
4. Please remove all staples from the checks, and place them in the order that they appear on the corresponding deposit form.
5. Please organize the cash so that each bill is facing the same way.

Events:

1. Cash boxes and pouches are available for use at events.
2. Events require a dual accounting by a committee member and the Treasurer or a member of the exec committee, unless prior approval has been given.
3. Committee Chairs should coordinate with the Treasurer prior to all events to ensure procedures are reviewed and understood, including the accounting of cash, payment of vendors, the use of the Square for credit card payments or setting up the event on Memberhub.

Gift Cards:

1. Gifts cards amounts cannot exceed \$25.
2. A teacher/staff member may only receive a maximum of two gift cards per school year.
3. To receive reimbursement for a gift card, you must attach a receipt along with each gift card “number” and the recipient’s name listed next to the number.

I look forward to serving as your Treasurer! Please contact me with any questions.

Erica Bates, Treasurer
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