

Robert Seaman PTA Treasurer's Guidelines

Here are the procedures for submitting invoices and expense reimbursement forms for all PTA related expenditures as well as some general PTA guidelines:

-All expense reimbursements must be submitted on an expense reimbursement form to the Treasurer. All vendor invoices to be paid should be submitted on a vendor invoice form to the Treasurer. These forms can be found in the principal's office (the reimbursement form is also on the school's website on the PTA page). All forms must be submitted within two weeks of completion of an event and must have receipts attached.

-Robert Seaman PTA is a tax exempt organization. Whenever purchasing items for the PTA, please request a Tax Exempt certificate from the Treasurer to submit to the vendor.

-All checks accepted at fundraisers must have the committee/fundraiser name in the memo section. It is the responsibility of the committee chair to make sure this is done before submitting the checks to the Treasurer for deposit.

-All checks accepted from non-Seaman families must have phone numbers and addresses.

-Checks for the 5th Grade should be made payable to Robert Seaman 5th Grade PTA.

-Checks for the general PTA should be made payable to Robert Seaman PTA.

-Only Executive Board Members can oversee cash boxes at PTA events.

-Whenever possible, two Executive Board Members should be on a cash box. Both should count out the cash in the cash box before returning to the safe in the principal's office. The cash log form found in the principal's office should be filled out.

-Whenever PTA funds are needed for an event, please give the Treasurer several days notice.

-For events that a large quantity of singles are collected (such as Ralph's Ices), please submit to the Treasurer in bundles of fifties.

Thank you for your cooperation. Please call me with any questions at (917) 544-8882 or email charleslori@aol.com.

Lori Gassenheimer
Treasurer

