

Yates Mill Elementary PTA
General Instructions for Purchases/Contracts

1. Only the PTA President can sign contracts.
2. Ensure that there is sufficient money in the budget line item prior to making any purchases.
3. Prior approval by the Committee Chair is required for purchases that will exceed \$50.
4. Committee Chairs can approve expenditures up to, but not exceeding, the budget amount for the line item.
5. Committee Chairs must sign off on Payment Request forms for items included in their budget line items.
6. For large expenditures that will have sales tax charged, please contact the Treasurer so that YME PTA can pay the bill directly. We are eligible to apply for sales tax refunds on items that we use (not items we resell-see below), but only if we pay for them directly.
7. When orders are made for items that the PTA will be reselling (ie. school store supplies, t-shirts, book fair supplies, yearbooks, etc), a Certificate of Exemption must be given to the vendor in advance, so that we are not charged for sales tax. This form is in the PTA filing cabinet and must be filled out completely.

Questions:
Contact Myra Rappl, PTA Treasurer, at 233.5244