

Yates Mill Elementary PTA
Instructions for Handling Receipt of Funds and Requests for Payment

Forms are available in the PTA filing cabinet, the main office and the PTA website

Receipt of Funds

If you receive funds for the YME PTA (ie. membership dues, t-shirt sales, school store sales, book fair money, etc.), please follow these procedures:

1. Complete a **“Received Funds” form**. Complete one form for each activity. Where possible, please have parents put the child’s name and teacher on the memo line of the check. **The person(s) responsible for counting the money must sign the form**. Cash transactions must be counted by a minimum of two people.
2. Leave forms and money in the main office in the PTA box. **Please call the Treasurer if large sums of money are left**, so that funds can be deposited to the bank as soon as possible.

Request for Payment

If you have a bill to be paid or need to be reimbursed by YME PTA, please follow these procedures:

1. Complete a **“Payment Request” form** within 30 days of the expenditure. In accordance with PTA guidelines, invoices/receipts must accompany the form in order to be paid.
2. The Committee Chair must initial in the top right corner of the form before a reimbursement can be paid.
3. Leave forms in the main office in the PTA box. When requesting reimbursement, please be specific how you would like to receive your check.

Questions:
Contact Myra Rappl, PTA Treasurer
233.5244

Thanks again for helping the YME PTA!