



## **Treasurer's Guidelines For All Committee Chairs**

### **Event Start-up Money Requests:**

- ✓ Requests for Event Start-Up Money must be made **at least 10 days prior to event.**
- ✓ Event Start-Up Money Request must be signed by Committee Chair.
- ✓ The Form can either be mailed or emailed to the Treasurer. (Or contact Treasurer to make other arrangements.)
- ✓ **The Treasurer will provide a check made out to the person requesting the money in the amount requested. That person is responsible for obtaining bills and coins in the denominations needed from his/her bank for the event.**

### **Acceptance of checks as payment:**

- ✓ Verify that all checks are made payable to "Commack PTA Council." Improper payee will result in bank returning the check, and will incur a fee.
- ✓ If not preprinted on check, phone numbers *must* be written on check. Be sure to note on flyer that phone number must be written on check.
- ✓ Returned check fee of \$10 will be incurred for any returned items. Be sure to note this on flyer.

### **Deposits:**

- ✓ Deposit Record must be completed in full and signed by Committee Chair.
- ✓ Cash to be given to Treasurer ASAP. Please call or email Treasurer to make delivery arrangements.
- ✓ Immediately following the event, email Treasurer advising of the location of the funds.

### **Expense Reimbursements/Payment of Invoices:**

- ✓ Original invoices/receipts must be initialed and dated by the Committee Chair. All figures on the invoices/receipts must be verified prior to approval.
- ✓ Expense Reimbursement Request must be completed in full and signed by the Committee Chair and attached to original invoice/receipt.
- ✓ The Expense Reimbursement Request and attached invoices/receipts are to be sent via backpack mail or emailed (or contact the Treasurer to make other arrangements).
- ✓ Sales tax will NOT be reimbursed.

Thank you!