

**Pittsford District**

**PTSA<sup>®</sup>**

*everychild.one voice.*

## ***NOTES FROM THE PARK ROAD ELEMENTARY TREASURER***

### ***Chair and Committee Budget***

Please track your expenses and work to stay within your approved Budget. If you anticipate that your expenses will exceed your budget, please contact the Treasurer. If you are unsure of the budget for your committee/activity, please ask.

### ***Cash and Reimbursement Requests***

- PTSA is a Tax-Exempt organization. Please use the PTSA Tax Exempt form for purchases (copies available upon request) so that we do not incur Sales Tax. The Treasurer has also established some online vendor accounts that are for school purchases. Please inquire before you shop.
- Submit your reimbursement requests. The most recent copy is posted on the PRE PTSA website under finances. Once submitted, your request is sent to the PRE Building Chair and Treasurer for approval. Once approved, that is forwarded to the District Treasurer and the check is issued through Chase Bill Pay. Please note checks are not marked to look like a check is inside. Please be sure to open all mail you receive as it can look like junk mail.
- If you are submitting an Invoice for us to pay the vendor directly, please make sure it is accurate and note what the Invoice is for.
- Please ensure reimbursement requests are submitted in a timely manner so PTSA can track where it stands against the Budget.
- All reimbursement requests are due by the last day of school.
- If you need cash change for an event, please contact the Treasurer a minimum of a week before the event to request. We need ample time to plan.

### ***Submitting Money***

- Please turn all money over to the Treasurer immediately following your event. If that is not possible, please get the money to Treasurer by the next day.
- Please no staples in checks. Roll coins if possible before turning in.

***THANK YOU FOR VOLUNTEERING YOUR TIME!***