

Treasurer Guidelines

All forms are available on wecarecoyoteridge.com. There will also be copies of blank forms in the treasurer file in the workroom.

Expense Reimbursement Form - Please submit reimbursement requests within 30 days of the end of an event so we can have timely and accurate monthly reporting. Reimbursements, with the exception of vendor invoices, are on a 2 week processing time frame. If you have an invoice from a vendor that needs immediate payment please email or call the treasurer to ensure it is processed by the due date. Requests will be reviewed on the 2nd & 4th Tuesdays and checks will be available for pickup the Friday of that week.

When filling out the form please complete all top areas of your contact information, signature and indicate how you would like your check to be received. Be sure to check the appropriate box or boxes (if multiple boxes, distinguish the different items in the area below). List the items in the grid provided or attach via a separate sheet. It is essential that all requests have original receipts attached. If you are requesting reimbursement from an Amazon order please attach the invoice which can be found under "View Order Details". Any expenditure without proper receipts will not be reimbursed. The PTA has a fiduciary responsibility to ensure there is not misappropriation of funds and that every transaction is properly accounted for.

Cash Verification Forms - If you are in charge of any event collecting cash or checks, you must verify the total amount being turned in through a "Cash Verification Form". Two committee members are required to collect, count and verify money together. Please complete the cash verification form (including two signatures on the bottom left of the form) & count via the register tape, attach register tape to the form and place with the money in my inbox or arrange to give directly to me on campus. Please count and log coins, cash and checks on this form. When collecting checks:

- Make sure the checks are made payable to Coyote Ridge PTA
- Make sure the date is correct (not post-dated)
- Make sure the \$\$\$ amount matches the written words
- Add the student name and teacher or room number in the memo field. This may be the only way for the treasurer to track down NSF checks.
- Checks should be stamped on the back with the PTA's bank endorsement stamp. The stamp can be found in the PTA cabinet in the staff workroom.

Cash Box Request Form - If you are in charge of an event that requires cash for ticket sales at the door please complete the cash box request form and make sure to indicate which denominations of money you need and how many cash boxes you require. Please complete this form at least 2 weeks prior to your event and follow-up with an email or call to ensure I receive it on time. Cash box requests require a trip to the bank so advance notice is essential.