

Procedures for Handling Frost PTSA Funds

Never deposit PTSA money into your personal bank account.

ALL PTSA payments must be made by check. The PTSA cannot make payments in cash. If a company is not willing to bill/invoice the PTSA, then use another company.

All correspondence with the Treasurer should include your name, phone, committee name, and if applicable, your committee event. e.g. Staff Appreciation: Back-to-School Night.

The **Request for Funds Form** is available on the PTSA website at www.robertfrostpta.org.

I need a cash advance or a check in advance (ex: the Book Fair committee needs cash so they can give students change.)

- Complete and submit the **Request for Funds Form** to the Treasurer. For cash, be sure to indicate the amount of cash needed and how you would like the cash (ones, fives, rolls of coins, etc.). For a check, be sure to indicate the amount of the check.
- The Treasurer will get you the cash you need at a mutually agreed upon time and place.

I would like to be reimbursed for PTSA expenses

- Complete the **Request for Funds Form**.
- Staple the receipt(s) to your form.
- Send form and receipt(s) to the Treasurer.

I have collected cash and/or checks for the PTSA

- Please ensure that every check is made payable to “Robert Frost PTSA”. Don’t forget “PTSA.” If the payer mistakenly wrote a check payable to the school instead of the PTSA, then please add “PTSA” on the “payable to” line of the check.
- *Please make sure all staples have been removed from the checks.*
- Please type a note to the Treasurer that includes your name, phone, committee name, your committee event (if applicable), and the cash total and check total.
- Please arrange to get the cash/checks and correspondence delivered to the Treasurer within one week after the event during which you collected the cash/checks.

My committee event requires signing a contract.

- For example, the dances require signing a contract for the DJ.
- Contracts are only to be approved and signed by the PTSA President. A copy of the contract should be maintained by the PTSA President, the committee chair, and the Treasurer.