

Date: September 19, 2007  
To: All Committee Members  
  
From: Pam MacGillivray, Treasurer  
  
Re: COMMITTEE PROCEDURES FOR HANDLING FUNDS  
AND REQUESTING REIMBURSEMENT

If your committee will be handling money or requesting a check, please follow the procedures listed below:

### **DEPOSITING MONEY RECEIVED**

If your committee has funds that need to be deposited please fill in a deposit voucher. All deposits need to be counted and the voucher signed by two people. Please call me if you have a deposit so we can arrange to meet

### **DAY/NIGHT COMMITTEE EVENT**

On the day or night of your event, two people (i.e. the committee chairpersons and PTA President and/or PTA Treasurer) should stay after the event and count money. ALL people counting should sign the **Deposit Voucher** verifying the amount and the money should be given IMMEDIATELY to the Treasurer for deposit .

### **REIMBURSEMENT OF EXPENSES PAID**

If you are requesting a reimbursement for committee expenses incurred or need a check sent to a third party for your committee, please complete an **Expense Voucher**. Receipts should be stapled to the voucher. Leave the expense voucher in the Treasurer's file in the PTA room. I will go in weekly to check my file. Please also call me and let me know you have left an expense voucher.

**CHECKS WILL BE PLACED IN THE COMMITTEE FOLDER.**

The **sales tax exemption letter** should be used for all purchases. There are copies in the Treasurer file.

**Thank you in advance for your cooperation and support. I am looking forward to a great year!**

**Vouchers are available on-line at [www.sundlingpta.org](http://www.sundlingpta.org). Click on PTA and scroll down to forms.**