

Stevenson PTO Financial Transaction Guidelines

Effective 01/06/09

Delivery of Funds

In order to eliminate any discrepancies with PTO funds, money should no longer be left in the PTO office/mailboxes. Committee chairpersons and/or committee members who need to deliver money to the PTO Treasurer must make arrangements to transfer the money directly to the Treasurer. In the event the Treasurer can't be reached another authorized representative can accept the money. These representatives include any PTO Board Member or the school's Office Secretaries.

Bank Fees

In the event research or a stop payment is required on a check, bank fees (stop payment, research, processing, etc.) associated with that transaction may or may not be refunded by the PTO.

The PTO will reimburse any bank fees if evidence is provided showing the check has been cashed by the PTO. A copy of the cancelled check must be submitted to the PTO Treasurer to obtain reimbursement of such fees.

The PTO will not reimburse bank fees if the check has not been cashed or evidence of a cancelled check is not provided.

Reimbursements

In order to obtain reimbursement for any personal expenditure made toward PTO activities, a Request for Reimbursement form must be completed and submitted to the PTO Treasurer including all receipts. Requests should be submitted within 30 days of incurring the expense or within 30 days of the event. Copies of the form can be found in the PTO office. The form can be left in the PTO Treasurer's mailbox (in the PTO office) or the individual may make arrangements to deliver it to the Treasurer in person.

Returned Checks

Checks which are returned from the bank for insufficient funds will be handled as follows:

- PTO Treasurer will contact Committee Chairperson with returned check info.
- Chairperson will contact the individual that submitted the returned check. If the returned check is a result of a fundraiser then the Chairperson should contact the parent of the student which sold the product.
- No fundraising product will be delivered, in which a check was returned for insufficient funds, unless cash is received. Other forms of payment may be accepted on a case by case basis. Committee Chair should discuss with Treasurer.