



Admiral Byrd PTO - Treasurer's Guidelines
Catherine Braude: byrdptotreasurer@gmail.com

Please complete one PTO Funds Deposit/Withdrawal Request Form **per Committee**. Forms with multiple committee transactions will **not** be accepted. Your cooperation with this matter is greatly appreciated.

All deposits and reimbursement requests are **due by June 20** of the **current school year**. Any submissions for reimbursement after the June 20 deadline will **not** be honored.

To Deposit Funds:

- Make sure **ALL** checks are made out to “**Byrd PTO**” and are **signed** and **dated in ink**.
- Complete the PTO Funds Deposit/Withdrawal Request Form and submit with the money. The form can be found in the Treasurer's Mailbox in the school workroom or on the Byrd website under PTO.
- Do not hold PTO funds more than 2 days after the activity or event completion date.

To Request Reimbursement:

- Please use the Byrd PTO Sales Tax Exemption letter when making purchases on behalf of the PTO. The letter can be found in the Treasurer's Mailbox in the school workroom.
- Submit your receipts and or vouchers with the completed PTO Funds Deposit/Withdrawal Request Form. Please bring deposits to the front office in an enveloped marked “PTO TREASURER”. If submitting a cash deposit, please make plans to do so with the treasurer(s) in person.
- Funds will be paid directly to the vendor/provider for the service/item or to the PTO member who made the purchase. Please allow 5 days for reimbursement checks.

To Request an Event Cash Box:

- Cash Boxes may be requested to provide a startup fund for issuing change at fundraisers. Use the PTO Funds Deposit/Withdrawal Request Form and fill in the Cash Box section. Please allow 5 days for cash box fulfillment.
- Cash Boxes must be re-deposited back to the PTO as a separate deposit from event proceeds.

Left-Over PTO Merchandise:

Left-over merchandise such as non-perishable food or supplies should be returned for a refund, purchased at cost, or stored for future PTO use. Report any food or supplies that cannot be returned to the PTO Board. No PTO purchased items should be personally used until the PTO is paid back in full for those items.

Do not return PTO merchandise in exchange for additional purchases.

Include any return receipts or payment for left over merchandise with the PTO Funds Deposit/Withdrawal Request Form.