



PTA Treasurer's Note

PTA books close as of June 30, 2014. You must submit your expense vouchers in a timely fashion.

PTA members who spend their own money in furtherance of authorized PTA activities are entitled to reimbursement.

Please submit requests for reimbursement/payment as soon as possible and not later than June 20, 2014. Expense vouchers submitted after June 20th cannot be honored.

***SALES TAX CANNOT BE PAID OR REIMBURSED BY THE PTA ***

To avoid being billed for sales tax, present a copy of the PTA's EXEMPT ORGANIZATION CERTIFICATE to the vendor at the time of purchase. Copies of the certificate are in the Treasurer's folder in the PTA mailbox in the school office. Vendor receipts must indicate that no tax was charged.

Please follow these procedures to enable the PTA to reimburse you:

1. Complete an expense voucher, copies of which are in the Treasurer's folder in the PTA mailbox in the school office (or e-mail dgurden@optonline.net to request an electronic form).
2. Attach the vendor's dated invoice (or signed contract) itemizing the nature and price of the goods and services for which the reimbursement is sought. The PTA will be unable to reimburse you if you submit proof of payment (e.g., credit card/debit card receipt, copy of a check, etc.) without the required vendor's receipt.

In some cases, payment directly to a vendor is appropriate. To request direct payment by the to a vendor, please follow these procedures:

1. Complete an expense voucher (see above)
2. Attach the vendor's dated invoice or signed contract, itemizing the nature and price of the goods or services for which payment is requested.

Submit all expense vouchers, with attached receipts/invoices to the Treasurer. Submissions may be made in person or dropped off at the Treasurer's home (Diane Gurden, 4 Colvin Road) or by placing the documents in the Treasurer's folder in the PTA mailbox in the school office.

All expenditures must be approved by your committee chairperson, who is responsible for ensuring that expenses are consistent with the committee's authorized budget. Prior authorization from the PTA President is required for spending in excess of the applicable budget line.

For all questions, please contact Diane Gurden at dgurden@optonline.net.