



Tuckahoe Elementary School PTA Disbursement Request Form

2017/2018

General Instructions:

1. Submit one form for each budget category for which you are requesting a reimbursement (see reverse of form for categories).
2. If possible, accumulate receipts to minimize forms submitted to the Treasurer.
3. Please complete the form in entirety to ensure that you/vendor can be reimbursed correctly and in a timely manner.

Personal Expense Reimbursement:

1. Attach receipts to back of form for items that you paid for with cash, personal check or credit/debit card.

Payment for Goods and Services from Outside Vendors:

1. This includes expenditures where a check will be written directly to the vendor for goods or services received. Services include items such as instructors for after-school enrichment, cultural arts performances, special programs etc.
2. The IRS requires documentation substantiating that the goods or services were received for TES. Please attach:
 - a. Invoice from vendor with your signature indicating that goods or services were received;
 - b. Where applicable, attach a packing slip to verify that goods were received.

Petty Cash Requests:

1. A check will be written to your name for you to cash in the denominations you need. Petty cash is re-deposited using Bank Deposit Form.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense reimbursement	Payment for goods or services	Petty cash request

Submitted by: _____
Date Prepared: _____
<i>I certify that these expenses are for TES PTA business:</i>
Signature:

Payable to: _____
Address: _____

Amount \$	Expense Category and Description
TOTAL	

TO BE COMPLETED BY TREASURER	
Date Paid: _____	Treasurer's notes: _____
Check Number: _____	
Additional Approval if required: _____	

Please contact Casey Hawthorne if you have any questions about disbursements or this form.
 Phone: 334-6275; email: treasurertespta@gmail.com
 Copies of form are available in electronic form if needed (Excel format).



Tuckahoe Elementary School PTA Bank Deposit and Cash Handling Form

2017/2018

Deposit Process:

1. Use this form to prepare money for deposit into the TES PTA bank account. The treasurer will review and make the deposit at the bank.
2. Submit one form for each budget category for which you are making a deposit (see reverse of form for categories).
3. For checks complete the following steps:
 - a. Prepare a calculator tape, spreadsheet or tally list of individual checks with total and attach to form. The treasurer will verify the total.
 - b. Write "For Deposit Only TES PTA" on back of checks. For large quantities of checks, a deposit stamp is available from the treasurer.
4. For cash deposits:
 - a. Sort cash by type (ones, fives, tens etc.).
 - b. For larger quantities of loose change, request coin wraps from treasurer and roll coins.
5. For large deposits, contact the treasurer to arrange pick-up of deposit.

Submitted by: _____

Signature: _____

Date prepared: _____

Budget category to credit (see category list on back of form): _____

	\$ Amount
Wrapped Coins	\$ -00
Loose Coins	\$ -00
Paper Currency	\$ -00
Checks:	\$ -00
Total Deposit	\$ -00

Is there petty cash included in this deposit? Yes No If yes, how much?

Comments/Special Instructions:

TO BE COMPLETED BY TREASURER

Date Deposited:	Treasurer's notes:
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Phone: 334-6275; email: treasurertespta@gmail.com
Copies of form are available in electronic form if needed (Excel format).*

**Elementary School PTA
Budget Categories
17/18**

Contributions	
	Annual Fund
	Corporate Support
	Membership Dues

Fundraisers	
	Book Fair
	Duathlon
	Holiday Kids Corner
	Spirit Merchandise
	Spring Fling
	Square One Art

Mgmt & General Expenses	
	Service Charges
	Parliamentarian Expenses
	Insurance
	Office Supplies
	President - Discretionary
	PTA Conventions

Services	
	5th Grade Celebration
	Birthday Ribbons/Bulletin Board
	Communications (Website, Signals)
	Community Service
	Correspondence Secretary
	Directory
	Guardian Angel Fund
	Hospitality
	National Walk to School Day
	Newcomers
	PTA Programs/Ice Cream Social
	Scholarship/High School Support
	Veterans Day
	Yearbook

Scholastic Enrichment	
	1st Grade Musical
	5th Grade Musical
	After School Enrichment
	Drama Club
	Family Night
	Field Day
	Peter Rabbit's Garden
	Reflections
	SEATS

School Support	
	Buildings & Grounds
	Teacher Appreciation/Room Parents
	Teacher Funds

Designated Expenses	
	Accelerated Reader
	Brain Pop Combo
	Carpets
	F and P Benchmark System
	Music K - 8
	Reading A to Z
	SEATS
	Single Use Copy Machine
	Spelling City
	Stage Storage
	Storyworks
	Teacher Lounge Update
	VA Weekly
	Video Camera
	Xylophone

