



Check Request Procedure

GRAYHAWK ELEMENTARY SCHOOL PTO

There are 2 ways a check can be requested:

1. Reimbursement Form, or
2. Vendor Invoice

Reimbursement

1. All monies requested for personal reimbursement must be done using a PTO reimbursement form which can be found in the workroom or on the PTO Website.
2. All reimbursement requests must be signed by that Committee's chairperson (prior to being given to the PTO Treasurer for processing) so the Committee Chair is aware of expenses affecting their budget.
3. All reimbursements must include original receipts. No personal purchases should be on the same receipt that is being submitted for PTO purchases. If personal purchases are on the same receipt as PTO purchases, please make sure the expenses are clearly delineated between Personal and PTO.
4. Reimbursement forms should be filled out and put into the Committee Chair bins for signature, or if signed, form can be placed directly into PTO Treasurer's mailbox.
5. Unless previously agreed upon by PTO Treasurer, no reimbursements will be made without this form and required signatures. Requests will be sent back to the person to be resubmitted using the proper procedures.

Vendor Invoice

1. All monies requested for vendor payment require a valid invoice from the vendor.
2. If a check is required for a vendor, the invoice should include the complete mailing address so the vendor can be set up in QuickBooks.
3. The Requestor should indicate how the check should be provided to the vendor.

Notes

- All requests over \$1,000 must be signed by the President (prior to being given to the PTO Treasurer for processing).
- All requests will be processed within 10 school days.

Updating or Changing the Procedure

Guidelines should be reviewed by the President and Treasurer annually, and any modifications should be discussed and voted upon by the Executive Board at a PTO Meeting. The amended guidelines and supplemental documents should be completed and posted within 30 days of the meeting.

Grayhawk Elementary PTO Cash Handling Procedure is subject to review and may be changed as deemed necessary by a majority vote of the current PTO Board and approved by the current school principal.

Adopted 12/10/2013
Revised 10/10/2015
Revised/Approved 9/19/2019
Reviewed 9/14/2020