

Arbor View PTC Committee Cash Box & Reimbursement Guidelines

Revised: 03/04/16

Thank you for volunteering! Your help and support are vital to the students and staff at Arbor View. Here are some guidelines that may prove helpful in organizing and planning your event or activity.

Each committee is expected to operate within the approved PTC budget. The PTC budget is approved at the August meeting for the current school year. If additional monies are required, a request for approval should be made at a PTC meeting **prior** to the event or activity.

Cash box requests, including domination breakdown, must be made as soon as possible, but no later than **one week prior** to an event. Each cash box will contain a count sheet. Before the event, each cash box must be counted, verified and signed off by the cashier. At the end of the event, another count, verification and signing must be done before returning a box to the Treasurer.

Reimbursement for money spent as part of activities or events should be submitted in a timely fashion. **All requests for reimbursement for the current school year must be made by the last day of school, NO EXCEPTIONS.**

Receipts must be provided for reimbursement. Expense forms for reimbursement are available on the PTC website. Completed forms with attached receipts should be submitted to the PTC treasurer. For your convenience there is an envelope for this purpose in the school office marked "PTC Treasurer".

Purchases made for school events and activities are tax-exempt. Tax-exempt letters are available in the school office or from any member of the PTC executive board. **Tax paid on school purchases will not be reimbursed. The only exception will be purchases from Costco or Sam's Club, as they do not accept the sales tax exempt letter.** The PTC will only reimburse items for PTC sponsored events or activities. Please purchase items for PTC activities separate from items for personal use.

***Please note that sales tax requirements on purchases made by non-for-profit organizations for resale continuously change. The PTC will notify committees of future sales tax requirements as necessary. Again, thank you for your time and effort! Your help and support are greatly appreciated, especially by all of our children at Arbor View.

<u>President</u>	<u>Vice President(s)</u>	<u>Treasurer</u>	<u>Secretary(ies)</u>
Erica McQueary	Harmony Schmidt Karen Daniels	Patricia Prindible	Talia Micek Stacy Gemelli