

Instructions for Deposits and Reimbursements for Fiscal Year 2017-18

(All forms found at <http://www.kingstonpta.org/pta---forms-and-rules.html>)

DEPOSITING FUNDS

1. Sort and count money prior to turning into the Treasurer. Complete **Deposit Worksheet**. **Two people** should count the money and sign the **Deposit Worksheet**. Please put your checks in the same order as you have them listed on the paper.
2. Delivery of funds to Treasurer:
 - a. Hand deliver directly to Treasurer **or**,
 - b. Place deposit in PTA white lock box, located across the hall from Kingston's front office. Contact Treasurer by phone, text or email to let her know the deposit needs to be retrieved. (760-792-0705; Leslieannelson@gmail.com)
3. Funds must be turned into the Treasurer within 2 weeks of an event for deposit at the bank.
4. PLEASE keep copies of your Deposit Worksheets for your records to verify funds reported in the monthly financial reports.

REQUESTING REIMBURSEMENTS FOR EXPENSES

1. Complete the **Request for Payment / Reimbursement Voucher form**.
2. Attach original receipt(s) to the **Request for Payment / Reimbursement Voucher form**.
3. Give the **Request for Payment / Reimbursement Voucher form** and receipt(s) to appropriate VP within 30 days from the date on the receipt. Please make sure **YOU** sign the form and then place it in the Treasurer's box. Your VP should also receive a copy of monies spent.
4. The Treasurer will process the request for payment within 10 business days from the Wednesday following receipt of the form.
5. The Treasurer will put the reimbursement check into the white PTA lockbox located across from Kingston's front office. If unable to pick up the check, please contact the Treasurer and request the check to be mailed. (Checks will not be delivered to students.)
6. PLEASE keep copies of Request for Payment / Reimbursement forms and receipts for your records, to verify expenses reported in monthly financial reports.

REQUESTING PAYMENT TO A THIRD PARTY FOR EXPENSES

1. Complete the **Request for Third Party Payment / Reimbursement Voucher form**.
2. **Obtain a W-9 form from each vendor**.
3. Attach the **original invoice** that matches the itemized expenses being requested for payment.
4. Give the **Request for Third Party Payment / Reimbursement Voucher form**, **W-9** and invoice to the appropriate VP within 30 days from the date on the invoice. After the VP signs the form, she should place it in the Treasurer's box.

5. The Treasurer will process the payment within 10 business days from the Wednesday following receipt of the form. The checks will be given to the appropriate Chairperson (either via the white PTA lockbox, located across from Kingston's front office or by mail) for proper delivery to the vendor. (Checks will not be delivered to students.)
6. PLEASE keep copies of Request for Third Party Payment / Reimbursement forms, W-9s and receipts for your records, to verify expenses reported in monthly financial reports.
7. MAKE SURE to give a copy of the receipt of payment to the Treasurer.

REQUESTING A REFUND

1. Complete the **Request for Payment/Reimbursement Voucher** form.
2. Explain on the form why a refund is being requested.
3. Give the **Request for Payment/Reimbursement Voucher** form to the appropriate VP. After the VP signs the form, she should place it in the Treasurer's box.
4. The Treasurer will process the request for payment within 10 business days from the Wednesday following receipt of the form.
5. The Treasurer will put the reimbursement check into the white PTA lockbox located across from Kingston's front office. If unable to pick up the check, please contact the Treasurer and request the check to be mailed.
6. PLEASE keep copies of Request for Payment / Reimbursement forms and any relevant receipts for your records, to verify expenses reported in monthly financial reports.

Please contact the Treasurer, Leslie Nelson, with any questions or concerns. 703-399-0611 or Leslieannnelson@gmail.com