

PTA Treasurer Request

Creighton's Corner Elementary

INSTRUCTIONS:

- Please attach all receipts or vendor invoices. No payment will be made without a valid receipt, contract or invoice.
- ALL receipts MUST be submitted within 30 DAYS of expense and no later than the last day of the school year.
- Please cash checks promptly, and by June 30th at the latest.
- Special Funding Requests: Must be submitted at least 15 business days PRIOR to need and no later than March 30th. Please check "Pay Invoice" and attach a write-up with details per Standing Rules.

PARENT FORM SUBMISSION: Please place your completed form in the PTA Treasurer mailbox in the main office or send to cceptatreasurer@gmail.com. Please HAND DELIVER DEPOSITS to the Treasurer or ensure they are locked in the office.

TEACHER FORM SUBMISSION: The PTA provides funding for classroom supplies, technology/hardware, software/applications, books, garden supplies, field trips and a variety of other expenses that support your instructional needs.

To ensure we utilize available grants/county funding, please submit your form to the principal for their initials, and then place your request in the PTA Treasurer Mailbox in the main office.

Reimbursements will be made: Within 1 week for expenses over \$100 and within 3 weeks for expenses under \$100. Checks will be mailed or hand delivered. Additional delivery requests must be made in writing.

Questions? Email cceptatreasurer@gmail.com



PTA Treasurer Request

Creighton's Corner Elementary

- ☐ Reimbursement (*Receipt Required*)
- ☐ Pay Invoice (*Invoice required for Purchase Order*)
- ☐ Request Cash Box
- ☐ Deposit Money Raised (*2 Signatures Required*)
- ☐ PayPal Transfer
- ☐ Donation

Requestor:	DATE:
Total \$ Requested/Deposited	Event:

NOTE: CASH BOX REQUESTS: Standard start-up cash is \$200. You are responsible for allowing enough time to receive your check, go to the bank to cash the check and get the denominations appropriate for your event. At the end of your event you MUST count the money with someone else and submit money/checks with this form to the Treasurer.

Payment Request Details

ITEMS Purchased/Requested	
ATTACHMENT (circle one)	Receipt / Invoice / Contract / Expense Estimate
Check Payable To:	
DELIVER Check To (Address):	

Deposit Details

CASH TO DEPOSIT		CHECKS TO DEPOSIT		
<u>Denomination</u>	<u>\$ Amount</u>	<u>Name on Check</u>	<u>Check #</u>	<u>Amount</u>
Fifties \$				\$
Twenties \$				\$
Tens \$				\$
Fives \$				\$
Ones \$				\$
Quarters (Roll=\$10) \$		CHECK SUBTOTAL		\$
Dimes (Roll=\$5) \$		CREDIT CARD TRANSFER		
Nickels (Roll = \$2) \$		GROSS INCOME	\$	
Pennies (Roll=\$0.50) \$		PAYPAL FEE	- \$	
CASH SUBTOTAL \$		* NET INCOME	\$	
TOTAL BANK DEPOSIT		\$		
<i>Did you have start-up cash? (Circle one)</i>		Yes / No		
VERIFICATION SIGNATURE 1:				
VERIFICATION SIGNATURE 2:				

PTA TREASURER USE ONLY		Principal Review (Teachers Only):	
Check #		Budget Item:	
Attachments:		Entry Notes:	