

Procedures for Handing Waterloo PTA Funds

Disbursement Request Forms:

Complete a disbursement form and submit to the Treasurer for any request of reimbursement.

- 1. Staple all original receipts and invoices to the form.**
- 2. Include the Account Numbers found on the budget**
- 3. Place the request in the Treasurer mailbox in the folder provided or give it to the Treasurer directly. (The mailbox is located at Waterloo in the room behind the front office.)**
- 4. Reimbursements will be made by check only.**
- 5. An advance may be requested if necessary. Original receipts must be filed with a final accounting.**

I will check my mailbox weekly. I will place disbursement checks in my mailbox in the folder or contact you to drop it off. If you need to have your disbursement right away, please let me know.

Receipt Forms:

Complete a receipt form and submit to the Treasurer for any money collected.

- 1. Two people (the individual collecting the money and the Treasurer) must count all money collected.**
- 2. One person should count all money before leaving the school, if possible.**
- 3. The individual collecting the money first counts the money, completes the Receipt form, and transfers the money to the Treasurer.**
- 4. If possible, provide a list of the checks including check number and amount. (This can be done easily in Microsoft Excel. Let me know if you need help.)**
- 5. Give the money to the Treasurer ASAP.**
- 6. If you are collecting money over several months, make incremental transfers to the Treasurer.**
- 7. All checks should clear through the bank before any product is distributed. Please do not hold onto the checks.**
- 8. Any checks accepted should be made payable to Waterloo PTA, only. No staples, tape, etc should be on the check.**

9. The Treasurer will recount the money, countersign the Receipt Form, and deposit the funds promptly.

If you have money to be deposited, please call me to arrange for me to pick it up. If you have a check to be deposited, it can be left in my mailbox with the Receipt Form. Please do not leave large amounts of cash in the mailbox.