

Beattie Elementary PTO Financial Information



Treasurer Email: beattieptotreas@gmail.com

President Information: beattiebobcatspto@gmail.com

Budget:

- Please be mindful of your budget and ask any questions regarding your committee's anticipated income and expenses.
- Unexpected costs will occur from time to time. Please talk to the treasurer as soon as possible if your committee's needs or available resources change.

Money Requests: For all different types of requests, be sure to:

1. Complete the required form and include all receipts/invoices
2. Leave in the PTO drawer in the Beattie Office
3. Email beattieptotreas@gmail.com & beattiebobcatspto@gmail.com to notify of the request and the form dropped off.

PTO Payments – When payment is needed, PTO can accommodate through use of our debit card electronically or by writing a check in advance.

- At least 14 days advance notice is required for checks needed for a specific event or by a certain date.
- You must fill out the *Request for Funds Form* and follow instructions above.
- If you receive an invoice via email, you may forward that to the emails above along with the content in the form.

Reimbursement of Personal Funds – If you pay for PTO expenses out of your own funds, PTO may reimburse you if you gained prior approval.

- Allow 14 days for check processing. Incomplete forms may not be processed.
- Complete the *Reimbursement Form* and follow instructions above.

Cash Box Requests – from time-to-time events may require a cash box for cash collection.

- At least 14 days advance notice is required for cash needed for a specific event.
- Complete one *Cash Box Request Form* per cash box requested and follow instructions above.

Deposits – When turning in money/checks to the Treasurer, please include a note with the money count on it. Simply write down the number of bills for each denomination, change, and check total.

If you have any questions, please be sure to reach out as we are all here to help!