

El Camino Creek PTA

Financial Procedures

Reimbursement or payment of invoices

- In order to request payment for an invoice or to receive reimbursement; a **Reimbursement/Check Request Form** must be completed with all necessary documentation attached (**original receipts** please). Failure to attach necessary documentation will delay payment.
- Make sure to include tax for taxable items in your total amount.
- **Do NOT highlight** specific items with a highlighter, as it erases the ink.
- Please note on the form who the check should be made payable to, the budget account to charge and state how to send it to you (either a PTA mail slot or mailing address).
- Put completed forms for reimbursement in the PTA treasurer's mail slot in the copy room.
- Checks are written on Tuesdays. Forms that are turned in by Friday before 12:45, should have a check ready by the following Friday.
- Forms must be submitted within 30 days of the expense. If it is after 30 days, you must get approval from the president before reimbursement will be issued.

Basic financial policies

- If a check has not been cashed after 60 days, the individual or organization will be contacted. After 90 days, the check will be voided, and it will not be reissued.

PTA guidelines

- Checks cannot be written for the new school year's spending until the budget has been approved at the first general meeting in August, and the funds have been released.
- If you have entered into a contract with an outside company, you must obtain 2 signatures, the PTA president's plus another officer's. Please give a copy to the treasurer when submitting a request for payment.