

Address: 5810 Carpenter Ave, Des Moines, IA 50311 Phone: 515-277-0178

**Tips from the PTC Treasurer**

**Jolea Schwager 515-710-9067** jss2101@yahoo.com

**Committee Name and Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Committee’s Net Profit/Expense Budget is: $\_\_\_\_\_\_\_\_\_\_\_\_**

You are responsible for controlling the spending of your committee members so you do not exceed your budget. Special requests for additional funding must be brought to the PTC board BEFORE the budget is exceeded.

All correspondence with the treasurer can be done through the PTC box in the office, by phone, or by email. Please do not sent treasurer business home with her student. You can find extra forms in the black treasurer’s folder in the PTC mailbox in the office.

**Reimbursement Request (Yellow)**

Submit a completed “reimbursement Request” form plus your receipt(s) to the PTC treasurer through her Black folder in the PTC mailbox. You will receive your check in the U.S. mail.

**Check Request (Pink)**

In some cases, you might need a check in advance to pay a vendor, or you will have a bill that must be paid by the PTC. Complete a “Check Request” form (pink) and submit it to the PTC Treasurer. Provide at least three day notice if you need a check. If this is a bill that needs to be paid, submit the bill along with the form, and the treasurer will mail it in.

**Deposit Notice (Green)**

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in and complete a “Deposit Notice” form (green) to accompany the deposit. Two committee members should count the money. The form and the money must be handed over to the PTC President, Vice President, or Treasurer, or secured in the safe in the office at the end of the event. Please count and log both cash and checks.

**Cash Box Request (Blue)**

If you are in charge of an activity that needs to have change prepared, submit a “Cash Box Request” form (blue) to the treasurer at least one week in advance of the event. On the form, indicate the kind of change you need and the number of cash boxes you need. Also, please call the treasurer to make her aware of your needs. Cash boxes require a trip to the bank, so advance notice is essential. You can get a Cash Box Request form from the treasurer.