Cash Handling

**Deposit Request Procedures**

1. All cash and check collections should be counted and provided to the PTO Treasurer with a completed Deposit Request Form which can be found on the Congress Park PTO website.
2. In order to reduce/eliminate the risk of loss or theft, all cash/checks should be provided to the PTO Treasurer no more than 24 hours after collections so it can be deposited into the Bank. **Please do not hold on to cash/checks any longer than necessary, as insurance will not cover the loss of funds maintained in volunteer homes.**
3. Please arraign a time with the PTO Treasurer to hand off the completed Deposit Request Form and funds at the Treasurer’s home or with the school Office. **Do not leave money in the Treasurer’s home mailbox.**

**Cash Box Request Procedures**

1. Complete a Cash Box Request Form which can be found on the Congress Park PTO website. Please list out the desired denominations.
2. Drop off the Cash Box Request Form to the PTO Treasurer’s home or in the PTO mailbox at the school Office. Please give 1 (one) week notice before an event that a cash box will be required.
3. Cash boxes are kept at the Treasurer’s home so please coordinate with the PTO Treasurer for pickup/delivery of the cash box. **The cash itself will be provided the day of the event**.
4. Please arraign a time with the PTO Treasurer to return the cash box and counted money (using the **Deposit Request Procedure** listed above). **Do not leave money in the Treasurer’s home mailbox.**

**Check Request/Expense Reimbursement Procedures**

1. Complete a Check Request Form which can be found on the Congress Park PTO website. All supporting receipts must be attached to the form. Please submit request promptly, ideally within 30 days.
2. Drop off the Check Request Form to the PTO Treasurer’s home or in the PTO mailbox at the school Office. If dropping off at school, please email the PTO Treasurer as the school mailbox is only checked periodically. If a check is needed sooner, you should drop off the form to the Treasurer directly.
3. Please indicate if the check needs to be mailed directly to a vendor or service provider. In other cases, the reimbursement check will be delivered to the person it’s made out to so please include addresses on the Check Request Form.
4. Tax Exemption Forms are on hand. Please reach out to the PTO Treasurer for a copy if needed. These forms are needed to exclude sales tax from Congress Park PTO purchases.

**Steps for finding forms on PTO Website**

1. Go to [www.congressparkpto.net](http://www.congressparkpto.net)
2. Click on Resources
3. Go to Chairperson Resources
4. Clink on link for desired forms