

CHECK REQUEST – PROCEDURES

At the beginning of the school year, a general meeting of the PTO will be held to present the approved budget for the fiscal year. Monies raised by the PTO will be spent as specified in the approved budget. Any additional, non-budgeted expenditures must be approved as follows:

- The PTO shall not be liable for any non-budgeted monetary expenditures of **\$100 or more** without submission of such expenditures to the PTO Officers and approval by a majority vote the Officers. This approval must occur BEFORE the expense is incurred.
- The PTO shall not be liable for any non-budgeted monetary expenditures of **less than \$100** without prior approval of the PTO President and Treasurer. This approval must occur BEFORE the expense in incurred.

CHECK REQUEST

A “Check Request” form is necessary to initiate the disbursement of PTO funds. The following background data should be recorded on the form:

- Volunteer’s Name, Email Address & Phone Number
- PTO Event / Activity Name
- Date Submitted
- Reason for Request / Description of Expense
- To Whom the Check should be Payable
- Amount of the Request
- Address of the Payee

It is also necessary to mark whether the expense falls within the allotted annual budget or whether the expense exceeds the annual budget & was approved at a previous PTO meeting. If the expense exceeded the annual budget, the meeting date, when the expense was approved, must be included on the Check Request form.

All invoices and supportive documentation should be attached to the Check Request form.

The Check Request must be approved and signed by 2 PTO Officers.

The Check Request form should be submitted to the PTO Treasurer within **7 days** of incurring the expense.

NOTE: Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.