

WEST UNIVERSITY PTO GUIDELINES FOR DEPOSITS, REIMBURSEMENTS, SALES TAX AND CREDIT CHARGES

These guidelines are intended to outline the procedures to ensure the safe and accurate handling of PTO funds. Please share these guidelines with all of your committee members.

DEPOSITS

Please forward all cash and checks to Beth Lane, PTO Assistant Treasurer. She may be reached at 713-485-5727 or 832-330-3077 (cell) to make arrangements to receive funds. If unavailable, please contact Kelli Walsh, Treasurer, at 713-663-7292 so that deposits can be made in a timely manner.

Include a **DEPOSIT SLIP** (can be found on the PTO website) with every deposit that includes the following:

1. List the revenue category - see attached sheet for categories. *If your committee will have funds to deposit, please make sure the category is listed.*
2. Record the individual checks and cash amounts, check and cash totals and total amount of the deposit on the **DEPOSIT SPREADSHEET** (can be found on the PTO website).
3. Note your name and phone number on every deposit to resolve any discrepancies.

Please forward deposits in a timely manner. DO NOT leave cash in the school office mail box.

REIMBURSEMENT

Kelli Walsh, Treasurer, will reimburse individuals or vendors for items purchased for PTO or school use. Her mailbox is also located in the school office.

Please note the following when requesting reimbursement.

1. All reimbursements **MUST** be accompanied by a **RECEIPT**.
2. **SALES TAX WILL NOT BE REIMBURSED**. Please present the vendor with our Texas Sales and Use Tax Exemption Certificate so that they **DO NOT** charge tax (certificate in Treasurer's box).
3. Forms for reimbursement are located in the plastic folder in the Treasurer's box and on the PTO website.
4. The tax id # for any new vendors that are not incorporated is required because we will have to supply them with 1099's.
5. Please plan ahead as every check requires two signatures.
6. The completed request needs to be in the Treasurer's box at school by each Thursday by 2:30 PM. Checks batches are run each Friday.
7. If you forget to request funds in advance, feel free to write a personal check or put it on your credit card and then request reimbursement.
8. Be sure to keep a copy of your request form and receipts until you have received reimbursement. That way, if something gets lost, there is still a backup.

SALES TAX EXEMPTION CERTIFICATE

For most purchases made on behalf of the school and using PTO funds we are exempt from paying sales tax. Examples are: copying, office supplies, etc. Copies of the Sales Tax Exemption form are located in the Treasurer's mailbox. Please be sure and have a copy of the exemption certificate with you when buying items. Also, let your team know that they are to use these forms as we will not be reimbursing for sales tax paid.

Thanks for helping us to do our jobs more efficiently and accurately!

Kelli Walsh
Assistant Treasurer
3722 Georgetown
713-663-7292 (home)
713-398-0356 (cell)
kelli.walsh2@gmail.com

Beth Lane
Assistant Treasurer
3763 Georgetown
713-485-5727 (home)
832-330-3077 (cell)
bethlane91@gmail.com