

Lions Park School PTO



Check Request Guidelines

- BEFORE you buy items, make sure your purchases are made utilizing the tax exempt letter as the PTO can not reimburse sales tax.
- Fully fill out the check request form.
- Include receipts or contracts. I cannot issue a check without documentation.
- I will try and issue a check within a week, sent home with your child, unless otherwise indicated.
- Amounts in excess of your committee's budget will not be reimbursed. Please be mindful of this when making purchases.

Deposit Guidelines

- As the PTO mail is sorted, any mail containing money is put into the lock box in the PTO workroom. Please check here if your committee is collecting money. Contact me for the combination to the lock box.
- DO NOT use any cash collected for committee purchases. ALL money must be deposited. Purchases are to be completed separate and reimbursed as above.
- Fill out the deposit form completely and note the following:
 - ✓ Coins and bills must be listed as separate amounts on the deposit form.
 - ✓ Checks must be listed individually, including each person's name, ck #, and \$. If the deposit includes a large volume of checks please email a spreadsheet of all checks, listed individually.
- Deliver large deposits to me directly, rather than leave in the PTO office, as we don't want money lying around.

Extra copies of the forms can be found in the PTO office, or email me for an electronic version.

In advance, thank you for your cooperation.

If you have any questions please email Becky Lyne at
bwlyne@comcast.net.