

Financial Policies for Clintonville Elementary PTA

1. PTA Deposit Form must be filled out or monies will not be accepted.
2. Reimbursement Form with original receipt(s) must be filled out or reimbursement can not be made. Reimbursement is check only. NO cash.
3. Committee chairs must meet with PTA Treasurer within one week of fundraiser/event in order to exchange monies collected.
4. If fundraiser is ongoing, Committee chair(s) and PTA Treasurer are required to meet one time per week to exchange monies collected. This is so checks can be deposited in a timely manner.
5. If checks are bounced, the person who wrote the check will be responsible for refunding the check plus bank fees with cash or money order only. If it is a continuing problem, Clintonville Elementary PTA may refuse to accept checks from that person in the future.
6. All check requests and/or deposits for PTA events or vendor payments must be requested at least 48 hours in advance to the Treasurer.