



Ella Baker PTSA Financial Policies

Ella Baker PTSA uses the same form for Check Requests and Reimbursement Requests.

Check Requests are requests for a check to be paid to a third party (not the submitter). Examples are: contractors who provide enrichment programs, insurance, etc.

Check Requests for budgeted expenses require the signature of VP for the area or a Co-President if VP is unavailable.

Submit fully filled in, signed and approved form along with receipts/invoice to Treasurer mailbox slot.

Checks will be written each week, with the possible exclusion of short school and holiday weeks.

Reimbursement Requests are requests to be reimbursed for a payment previously made on behalf of the PTSA, generally by PTSA members.

Reimbursement Requests for budgeted expenses must be signed by the submitter (the payee) and approved by a Committee VP. If they are unavailable or/and if applicable, a Co-President may approve.

The payee and the approver may not be the same person.

Requests must be made within 30 days of expenditures. Requests in month of June must be submitted by 10th of current school year to be reimbursed.

Preferably deposit check within 60 days of a check receipt. In June, check to be deposited by 22nd June of current school year to enable processing of all transactions before fiscal year end (30th June).

Requests for payments outside of the approved budget will not be paid.

Submit fully filled in, signed and approved form with receipt(s) attached to Treasurer mail box slot.

Distribution of check will be made through PTSA mail slot.

Checks will be written each week, with the possible exclusion of short school and holiday weeks.

Online Payment Refund are requests for reimbursements to parents/vendors where payment was made through PayPal or any other electronic payment service used by PTSA. Payments received through PayPal (or other electronic payment service) will be refunded through PayPal (other electronic payment service); no refund will be given in form of cash/check. Only except is if option to refund through PayPal (other electronic payment service) is not available, then a refund in form of check maybe given.

For enrichment programs, VP will submit fully filled in and signed form for refund for any class that is cancelled (due to low enrollment, etc.) and a Co-President will be the approver. If a parent is requesting refund, then parent will submit fully filled in and signed form along with copy of OSP and PayPal confirmation to Enrichment VP for approval. The Co-President will be co-signee for 2nd approver on the form.

For any other refund request, parent to submit fully filled in and signed form to VP of the committee as approver and then co-signed by a Co-President.

NSF (Non-Sufficient Funds) – Should the PTSA receive an NSF check, the check signee (individual) will reimburse all service fees (if any) charged by the bank. The NSF check payment should be made within 30 days. If PTSA receives more than 2 NSF checks from the same individual during the fiscal year, the PTSA will not accept any further checks from the individual responsible.