

## Check Request and Deposit Procedures

The following PTA forms have been made readily available via hard copy and online at [www.dosspta.org](http://www.dosspta.org):

- Check Payment Request (**PINK** form)
- Deposit Request (**GREEN** form)
- Sales Tax Exemption Form

Per the Doss PTA Bylaws, **SALES TAX CANNOT BE REIMBURSED.** Please take a copy of the Sales Tax Exemption Form with you when making purchases on behalf of the Doss PTA. Although there is no Sales Tax number, some businesses use our Federal Tax ID number for tracking purposes. This number has been included on the Sales Tax Form for informational purposes only and should assist with transactions that require “a number.”

### CHECK REQUEST PROCUEURES:

1. Check payment requests **MUST** have a receipt, invoice, or proof of payment attached to the form. **NO EXCEPTIONS.**
2. **TWO (2)** signatures are required for the form to be complete. The second signature should be your committee chair; must be a PTA member; and he/she cannot be the spouse of the person making the request.
3. The PTA is a tax-exempt organization. The sales tax exemption form is available in the PTA office or online. If you pay sales tax, it **CANNOT** be reimbursed.
4. If you are purchasing gift cards as prizes, they must be \$25 or less AND for a specific retailer (i.e. not a VISA card).
5. Requests **must be submitted within 45 days** of the invoice or purchase date. If you are unable to meet this time frame, please send a brief explanation as to the reason an extension should be considered to the PTA Treasurer at: [treasurer@dosspta.org](mailto:treasurer@dosspta.org).
6. Please allow 7 - 10 days for processing; all PTA checks require **two** signatures, so last minute requests may be difficult to fulfill.

### DEPOSIT FORM PROCEDURES:

1. Please fill out a Deposit Request Form – count and total all monies for deposit before turning it into the PTA Treasurer.
2. If your deposit includes CASH, you **MUST** have a second individual count the cash and verify the amount, inclusive of a second signature.
3. Checks must be endorsed with the PTA “For Deposit Only” Stamp. *Do NOT endorse checks with the Payee: DOSS ENDOWMENT.*
4. Place the completed deposit form in a sealed envelope and place in the PTA lock box.

Attention Committee Chairs: the PTA suggests keeping copies of the check requests and/or deposit forms that are turned in on behalf of your committee. This will allow you to track how much has been earned for the PTA and/or spent by your committee. Expenditures in excess of your approved budget amount cannot be reimbursed without prior approval. If you need to know the status of your committee's budget/expenditures, feel free to contact the PTA Treasurer.

If you have any questions regarding these procedures, please contact the Doss PTA Treasurer at:

[treasurer@dosspta.org](mailto:treasurer@dosspta.org)