

## **Payment Requests/Payments**

1. Purchases over \$200:
  1. Anything over \$200 requires approval at a PTO Board Meeting (1<sup>st</sup> Monday of the month)
  2. Fill out a PTO Request Form (Found on your google shared drive) with administrator's signature prior to the next PTO Board Meeting
  3. Once approved at a PTO Board Meeting the payment will be issued by the end of week
  
2. Purchases under \$200:
  1. A purchase under \$200 can be approved outside of a PTO Board Meeting
  2. Any request for PTO to cover an expense must be approved at a PTO Board Meeting
  3. Fill out a PTO Request Form (Found on your google shared drive) with administrator's signature and leave the request in the PTO inbox
  4. Email PTO that a request has been submitted for payment
  
3. If requesting PTO to cover an expense please plan to attend the next PTO Board Meeting (Dates can be found below) or the expense may not be approved
  
4. Payments will be done once a week and submitted to the office no later than the Friday after the payment request is approved
  
5. No advance payments/petty cash checks will be issued by PTO. This makes it difficult for the accounting of our books and harder to get the invoice/back up that we need if it isn't submitted with the original pay request

## **Deposits**

1. Make sure a Deposit Receipt accompanies all deposits
  
2. Submit to Julia in the office and email PTO that a deposit is ready for pick up
  
3. Deposits will be made at a minimum weekly, but more often as necessary as long as a Board Member is available

## **Meeting Dates:**

October 7, 2019  
November 4, 2019  
December 2, 2019  
January 6, 2019  
February 3, 2019  
March 2, 2019  
April 20, 2019  
May 4, 2019 (Last Meeting)