

CVE PTO Treasury Procedures

Requests for Reimbursement

- All requests for reimbursement must be made using the "**CVE PTO Reimbursement Form**". Original receipts must be attached. Please complete this form, sign it, attach the receipts, and leave the form in the Treasurers' mailbox.
- Check requests will be processed weekly. If a check is needed sooner, please contact the Treasurers to make arrangements.
- Checks will be put in an envelope with the person's name on it and placed in the appropriate PTO Committee mailbox.
- Please cash checks as soon as possible.

Handling of PTO Funds Received

- The Committee Chair of each PTO event shall work with the Treasurers and other officers to plan for the handling of all funds in an approved manner.
- Chairpersons must make sure all volunteers dealing with funds understand the process.
- Please communicate with CVE families that if they are writing a check, they should make it payable to CVE PTO and include the student's name and room number on the memo line.
- All PTO funds must be counted with 2 (or more) people present, with two people initialing the "**Fundraiser Money Collection Form**". If you want, a copy of the completed form can be made for the Committee Chair's records.
 1. Seal the funds and the completed/signed form in an envelope. Envelopes will be supplied near the PTO Mailbox. Please mark it "For PTO Treasurer".
 2. Give the envelope to the school secretary to lock in the safe.
 3. Notify the PTO Treasurers **that same day** that funds are ready to be deposited. Contact information is listed below.
- The Treasurers will make all deposits.
- Funds should be deposited same day acquired. If not possible, funds will be secured at the school in the designated locked area.
- Funds must be deposited within 24 hours, and no longer than 48 hours, of receipt.

If you ever have a question or are unsure about something, please do not hesitate to contact the Treasurers by phone 724-709-4046 or email, treasurer@cvepto.org

