

MEMORIAL MIDDLE SCHOOL PTA

FINANCIAL GUIDELINES

I. SALES TAX EXEMPTION

The PTA is a nonprofit, tax-exempt organization and, as such, we do not pay sales tax on purchases for PTA use. **WE CANNOT REIMBURSE YOU FOR SALES TAX THAT YOU PAY.** A Texas Sales Tax Exemption Certificate may be required when purchases are made in order to avoid paying sales tax on that purchase. This form is available from the Treasurer and on the Memorial Middle School PTA website. Present this form to retailers at the time you make a purchase.

II. PTA BUDGET

Know the amount of your committee's budget and **STAY WITHIN YOUR BUDGET.** Have your committee members notify you of all expenses when they are incurred so you can keep track of your remaining budget amount.

If your committee will need an increase in its budget, submit the request to the President or Treasurer. PTA approval must be obtained prior to making any expenditure which would exceed your committee's budget.

If you are working on a committee that does not have a separate line item for expenses on the PTA budget, you are able to request advances, payments and reimbursements for appropriate expenses related to your event.

III. REIMBURSEMENT PROCEDURES

Please keep receipts for all purchases and **TURN IN RECEIPTS FOR REIMBURSEMENT AS SOON AS POSSIBLE.** Use a check request envelope to request payment of bills or for reimbursement of prior purchases. Fill out the envelope completely and leave it in the Treasurer's box in the Office or mail it to the school. **DO NOT SEAL** the envelope. If you would like the payment mailed directly to the vendor, please indicate this on the reimbursement envelope.

It is critical to have documentation supporting reimbursement requests. Please do not submit invoices for payment until you have received the ordered items and inspected them for possible damage or errors. Please do not request a payment of an invoice without filling out the reimbursement envelope. Please do not request a payment via telephone or e-mail.

Vendors may occasionally require payment in advance. In that event, please submit a reimbursement envelope to the Treasurer that includes: payee, address, and check amount, purpose and committee name. Please forward the receipt to the Treasurer as soon as possible.

With the prior approval of the President or Treasurer, you may request that a bill be sent directly to:

Memorial Middle School PTA, Attn: Treasurer, 12550 Vindon Dr., Houston, TX 77024

IV. DEPOSIT PROCEDURES

To submit funds for deposit, you must complete the "Funds for Deposit Form". Copies of this form are available in the Treasurer's box in the School Office or on the Memorial Middle School PTA website.

If you have cash or checks to deposit, please contact the Treasurer directly. **DO NOT LEAVE CASH IN THE TREASURER'S BOX IN THE OFFICE.** Also, you will need to keep track of individual check amounts, check numbers, payees, etc. The Treasurer will only have total amounts you have turned in for deposit. Please remove staples from all checks before submitting them to the Treasurer.

PLEASE DO NOT KEEP PTA MONEY AT YOUR HOME. Checks and cash should be turned over to the Treasurer for deposit immediately. This may require coordination with the Treasurer during your event. PTA money should never be deposited in any account other than the PTA bank account.

V. MISCELLANEOUS

All proposed contracts requiring a signature on behalf of Memorial Middle School PTA must be submitted to the President for signature.

Thank you for donating your time and effort to make Memorial Middle the great school that it is! If you have any questions about any PTA financial matter, please feel free to email the Treasurer.

CONTACT NAMES AND EMAIL:

President – Melinda Hickey mhickey6@comcast.net

Treasurer – Suzanne Farrow txfarrows@hotmail.com