

To: South PTA Committee Chairs/Members
From: Kathy Filippelli, South PTA Treasurer
Date: September 23, 2014
RE: Expense Voucher and Deposit Procedures 2014-2015

Expense Voucher Procedures:

1. **Use the PTA TAX EXEMPT LETTER with our Illinois PTA Sales Tax Exemption Number whenever you make a purchase. I cannot reimburse sales, with the exception of Costco and Sam's Club.**
2. Complete the Expense Voucher form. Extra copies of this form are available in the PTA Treasurer's mailbox. **There is a new form. The Illinois PTA now renews this form on a yearly basis, please use the new form which expires in 2015.**
3. Staple all receipts and any pertinent information to the back of the voucher in the upper right hand corner. Receipts are required to receive reimbursement.
4. Place the completed expense voucher in the PTA basket in the office. I will check the basket Wednesday afternoon. Checks will be dispersed weekly, so please plan accordingly. Let me know if you need to make alternate arrangements, or if there are special circumstances for a quicker payment.
5. **All of the attached forms may be accessed and printed from the PTA website listed at southpta.org**

Deposit Procedures:

1. Complete the Deposit Voucher. Extra copies are available in the PTA Treasurer's mailbox. A separate sheet can be used to list additional names and details for larger deposits. Attach this sheet to the Deposit form. The deposit form must be filled out and signed by the authorized person for ALL deposits and it MUST contain two signatures. My signature as Treasurer can count as a second signature ONLY if both parties are present when counting money.
2. Please call me to make arrangements for the exchange of checks, cash or coin. With the appropriate Deposit Voucher, checks can be placed in the PTA basket. I will check the basket weekly in the morning only. **Cash is not allowed** in the PTA basket.

All Expense and Deposit Vouchers must be submitted by the last day of school.

If you have any questions, please do not hesitate to contact me. Thank you!

Home #: 847-255-2246
Email: kathy.filippelli@comcast.net

Forms available on website:

Expense Voucher

Deposit Voucher

Emailed separately in Sept:

PTA Tax Exempt Letter