

Carriage Crest PTSA

Deposit and Reimbursement Instructions

Deposits:

1. Complete a Deposit Voucher. **Remember – 2 PTSA** members **MUST** count the money and sign the voucher.
2. List out all checks (name, bank # - upper right hand corner of check, and amount) and cash (names and amount) received. If cash box was used, list cash box total. For privacy purposes, do not make copies of checks.
3. Give the signed form, checks, and cash to the cashier for deposit as soon as possible.
4. Do not leave cash at school, or at your home, or make a temporary deposit into your own account.
5. Receipt issued to you should be kept in your procedure notebook.

Expenses:

1. Complete a Reimbursement Voucher as soon as possible after your purchase.
2. Include sales tax and attach legible receipt to the Reimbursement Voucher.
3. Forward the completed Reimbursement Voucher with your receipt to the Treasurer. You will receive reimbursement by check.
4. Be sure to use separate vouchers if charging different committees.