



JCEPTO

Expense Reimbursement Procedures

- 1. Save all receipts as they are incurred. If the receipt has items that are not to be reimbursed, circle individual items and tally result. Write the total to be reimbursed from that receipt on the top of the receipt and circle. Keep receipts from different events separate.**
- 2. Take all receipts from the same event and staple them together. Include a listing of all individual amounts to be reimbursed showing the total for reimbursement. Use the Expense Reimbursement Sheet provided to do this. This will make it possible for the Treasurer to match each expense to the related budget category. If you have expenses from more than one event, do an itemized expense sheet for each event, or easily identify the totals by event on the same sheet. Then you can add together the totals from each event for the Total Reimbursement amount. Make sure to sign, date and put your name, address, and phone number and email address on the expense sheet.**
- 3. Send expense forms to the Treasurer, Michelle Kuhtenia, by kid-mailing (Justus Kuhtenia in Mrs. Peltz's 3rd grade class), dropping off at her house (Harbor Pointe subdivision - 2745 Pointewood Loop, Galena, 43021), or mailing the forms to her. She may be contacted by e-mail at mkuhtenia@aol.com or by phone, 740-548-1937. Expect 1 to 2 weeks (sometimes it can be on the spot) for reimbursement.**
- 4. Expenses must be approved to be reimbursed (i.e. be related to an existing budget category or be specifically approved if they exceed the budgeted amount). Receipts should be originals.**
- 5. Please submit receipts for reimbursement as soon as possible after the event. Receipts for reimbursement must be submitted NO LATER than 4 weeks after the event.**
- 6. If the event is large, and monies generated are over \$1,000, a simple Income Statement, showing expenses and revenue should also be turned in to the Treasurer. These events may include Carnival, Book Fair, Logo, etc.**

Cash Receipts Procedures

Any monies that are collected for PTO committee events or any other PTO-sponsored event must be counted and totaled prior to delivering to the Treasurer for deposit. Please show separate totals for currency, coin and checks. This will help give the Treasurer a reference point to compare when preparing the deposit as well as to ensure that all monies collected are properly accounted for.