

Treasurer Guidelines

A critical part of every Lester PTA committee is good communication with the Treasurer. To know what funds are available to you, and to avoid unnecessary expenditures, it is important to be familiar with the procedures for handling money at all PTA functions. Please contact the Treasurer if you have questions about the instructions below.

Deposit Voucher Guidelines

All checks must be stamped on the back side with the Lester PTA “For Deposit Only” stamp. Stamp only in the area marked - near the signature line. The stamp is in a bag with extra ink in the PTA file box in the workroom (behind the school office). Please make sure to return the stamp to the file box.

All monies must be counted and a Deposit Voucher completed **within 10 days** of the event. You may leave the money in the treasurer file of the PTA file box in the school office or call the treasurer to make other arrangements if the deposit is a large amount.

Expense Voucher Guidelines

All cash box, reimbursement, and other check requests must be submitted to the treasurer file on a completed Expense Voucher **at least 3 days before needed**. Telephone calls will not be accepted! Blank forms are in the treasurer file in the PTA box in the workroom.