

Working with the Treasurer

1. Sales tax exemption: Purchases for the PTA are exempt from Illinois sales tax. We cannot reimburse for sales tax. Sales tax exempt letter is on file with the PTA, if needed.

2. Reimbursement Check Guidelines:

—Please make sure your expense has been pre-approved for your activity.

—Please fill out a reimbursement form which can be found on the PTA website. (Hard copies are in the PTA drawer in the copy room opposite Tammy Bozza's desk.) Complete the form in full and attach your receipts.

—Please email all receipts along with the form to Dewey PTA Treasurer: deweyptatreasurer@gmail.com You can also put the form and receipts in the Treasurer's folder located at school in the copy room file cabinet.

—We will issue you a reimbursement check. We use an electronic payment system to generate the check. If you want to be paid by Chase Quick Pay or Zelle, please specify on your form and send your email you use for these e-services.

—Regular reimbursement can take up to 2 weeks. If you do not receive a check within 2 weeks, please let the treasurer know so we can check on your payment.

3. To get a check for another payee: (e.g., paying an invoice for a performer or large purchase): Please fill out a voucher form following the steps in #2 above. Attach the invoice that is to be paid and let us know whether you need payment given to you or mailed directly to the vendor. Documentation: original receipt or invoice, is required for all payments.

4. To make a deposit: For those of you who collect funds designated for the Dewey PTA, please include along with your checks/cash a note with the total amount of funds and what account should be credited. Please put in an envelope in the PTA inbox in the school office.

Copies

—ALL COPIES MUST BE APPROVED BEFORE SUBMITTING FOR PRINT.

—Include a committee reference in your email (for billing purposes).

—Please contact a PTA co-president to confirm the current print quantities as well as receive approval for printing BEFORE you print.

—Flyers must be translated into Spanish. Please send them to our wonderful translators: Alicia Salinas asmtz@yahoo.com and Alicia Gonzales alegorreta@hotmail.com with sufficient time for translation.

Budget

Attached is the 2018-2019 budget, which was approved last school year. Please review it, and if your budget numbers are not what you would have expected/need please let us know as soon as possible. Thank you!