

Overview of PTA Financial Processes

These process descriptions should be read in conjunction with the Lee PTA Bylaws, Lee PTA Standing Rules, and Texas PTA Treasurer Resource Guide.

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PTA Funds Disbursements

- CHECK REQUEST FORM
 - Download it at <https://www.russelllepta.org/forms>
 - Most disbursements of PTA funds will be documented using the Check Request Form. Use the Check Request Form to:
 - Request reimbursement of a purchase made on behalf of the PTA using personal funds.
 - Attach receipts and other supporting documentation
 - Request payment be mailed to a vendor for goods or services the PTA received or will receive.
 - Attach invoices and other supporting documentation
 - If the check request is payment for a service rendered by an individual or a business, please ask the vendor to provide a W9 Form, and attach it to the form along with the invoice.
 - Transmit the form and attachments to the PTA Treasurer - two options:
 - Leave completed form in the PTA mailbox in the school's front office, or
 - Scan the completed form and attachments and send them as a PDF to treasurer@russelllepta.org. iPhones can scan documents and save them as PDFs using the iOS "Files" app. Android devices can scan documents and save them as PDFs using Google Drive.
 - Important Notes about the Check Request Form:
 - All disbursements of PTA funds must be budgeted and approved by the PTA President or the appropriate committee Chair.
 - The PTA does not reimburse sales tax. Any sales tax claimed will be automatically removed from the total without further communication from the Treasurer.
 - Use the "Lee PTA TX Sales and Use Tax Exemption Certificate" when purchasing to avoid paying sales tax. This form can be downloaded at <https://www.russelllepta.org/forms>.
- PTA DEBIT CARD PURCHASE REQUEST FORM
 - Online at <https://www.russelllepta.org/forms>
 - Occasionally, there may be a need to pay a vendor using the PTA Debit Card. For example, PTA has a tax-free account set up at Amazon. You might use the Purchase Request Form to request an in-budget purchase for a PTA activity be made through the PTA Amazon account, instead of making the purchase using your own Amazon account and being reimbursed (minus the tax portion.) All purchases requested using the form should be pre-approved by the PTA President or the appropriate PTA Committee Chair.

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Collecting and depositing PTA Funds

- DEPOSIT FORM
 - If you have funds raised through PTA-related activities, in the form of cash or check(s) use the Deposit Form to transmit funds to the PTA Treasurer:
 - Complete Deposit Form
 - Attach cash or check(s)
 - Sign Deposit Form. Two signatures are required as a best-practice to ensure an accurate count.
 - Place completed Deposit Form with cash/check(s) in PTA safe or give to the Treasurer directly.