September 1, 2016

Dear PTA Volunteer:

My name is Pam Urso. I am the WB/GG PTA Treasurer and Diane Osacky is the Assistant Treasurer for the 2016-17 school year.

Below please find a quick list of procedures for any PTA Expenses or Deposits related to your event or PTA activity. Please share this information with any other members of your committee that will be involved with money collections or expenses for your event.

* Please use the PTA Deposit Voucher for each deposit you prepare. You can drop the deposit with the completed form at the Westbrook or Glen Grove PTA mailbox. If you are concerned about the amount of cash in the deposit, please give it to either Pam Schurr or Dana Beutelspacher (front office assistants) to put in the school safe. Diane and I drop by the schools a minimum of once a week. Please follow the directions on the Deposit Voucher Form. Feel free to email us to let us know there is a deposit waiting.
* The PTA guidelines call for two separate counts of the PTA money collected. You will be the first count and Diane will be the second count. In the event that your figures do not match, you will be contacted to discuss the discrepancy prior to the actual bank deposit.
* Please use the PTA Expense Voucher for any expenses for reimbursement or for any vendor you would like the PTA to pay directly. We must have a receipt for expense reimbursements or any direct payment by the PTA. All reimbursements are subject to your approved budget. You can drop the deposit with the completed form in the Westbrook or Glen Grove PTA mailbox.
* **The WB/GG PTA does not pay any sales taxes.** Please use the PTA Tax-Exempt form at the time of your purchase so the sales taxes can be waived. You can find copies of this form in the PTA mail box at each school. Unfortunately, the PTA cannot reimburse you for any sales taxes you paid on the original transaction.
* Extra printed copies of the PTA Expense Voucher and PTA Deposit Voucher forms can be found in the PTA mailboxes at each school.

Please contact me directly if you have any questions.

Thank you,

**Pam Urso (PTA Treasurer) Diane Osacky (Assistant Treasurer)**

**Cell phone: 847-219-3176 Cell Phone: 847-612-3736**

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