AHS – PTSA *every* child…*one* voice

August 2012

Dear PTSA Board and Committee Members,

Here are the instructions for completing check requests for reimbursements and advances, as well as providing funds for deposit. The check and deposit forms are attached to this letter for your use.

Check Request Process:

1. Complete the check request form when requesting reimbursement. (*Note*: All fields on the check request form must be completed for reimbursement.)
2. Attach all supporting documentation, i.e., original receipts, invoices, etc.
3. Checks for reimbursement are written on the 5th and 20th of each month.

Advanced Check Request Process:

1. Use the Check Request Form and indicate in Event Date that it is "Advanced Request" (which will be verified by a future event date.
2. Requests for advanced check are only provided when the vendor needs the funds in advance, i.e., reserving the golf course or securing a contract for All Night Grad Celebration.
3. Due to the immediate nature of advance funds requests, email may be used provided that you include all relevant information:
    a. Amount of advance funds requested
    b. Due date
    c. Description of Activity or Event
    d. To whom the check is payable – Vendor/Company Name
    e. The mailing address to send the payment or other delivery instructions
    f. Name of person requesting funds
    g. Name of PTSA Committee involved
    h. If a scanner is available, please scan and attach any quotes, contracts, invoices, etc. supporting the advance made by email. If unavailable, please follow up with a paper copy upon delivery of check or at next PTSA meeting.
4. Allow several days to process and obtain signatures.
5. Upon completion of the activity/event, submit all supporting documentation (i.e., quotes, signed contract, invoices, expenditures).

Request for funds may be submitted:

1. At PTSA meetings
2. By pre-arranged delivery/pick-up
3. By mail to: AHS PTSA, P.O. Box 371, Annandale, VA, 22003
4. By drop off to the PTSA mailbox in the AHS Main Office

Funds for Deposit Process

1. Complete the deposit form and include checks, along with a copy of each check for tracking purposes.
2. It is recommended that the Committee Chair make two copies of checks so that s/he retains a copy of all checks for his/her own records.

Thanks in advance for your help!
Eileen Adenan, PTSA Treasurer