

Lincoln PTA Money Handling Procedures

1. All committee chairs must submit deposits by including the following information:
 - All checks to be deposited must be listed on a spreadsheet. Last name, check amount, and check number should be included for each submitted check.
 - All cash to be deposited must be counted and recorded in the deposit log. The Money Reconciliation/Deposit Log should then be signed by the committee chair(s). If there is only one committee chair, one other person on the committee should also verify the deposit amount and sign the deposit log.
 - Please turn the money and deposit log in to Mrs. Popek in the office. She will lock it in the safe until the PTA treasurer is able to collect and deposit the money.

2. Committee chairs should submit any request for reimbursement by filling out the cash disbursement form and placing in the PTA Treasurers box in the office. Checks will be placed back in the treasurer's mailbox in the office within two weeks of receiving the request form.