

Morgan PTA Deposit/ Reimbursement Instructions

Deposits

- Deposit forms can be found on the Morgan website under the PTA section or in the Treasurers mailbox (Treasurer) in the staff lounge.
 - Fill out the form completely, specifying your committee. The form requires **2 signatures** to verify the amount to be deposited.
 - The deposit can be put in the Locked PTA Drop box in the teacher lounge, or can be given directly to the Treasurer. If it is a large deposit, please contact the Treasurer directly to arrange pick up. An e-mail, phone call or text notification would be helpful if you put it in the drop box. 2015-2016 Treasurer is Keysha Macklin, krmacklin@yahoo.com or 336-703-7999.
- All NSF (“bounced”) checks will be deposited a 2nd time. If it bounces again, it will be returned to the treasurer. The treasurer is required to contact the responsible party and obtain cash or a replacement check. All Bounced checks are subject to a \$25.00 returned check fee.

Check Requests

- Check Request forms can be found on the Morgan website under the PTA section or in the Treasurers mailbox (Treasurer) in the staff lounge.
- Fill out the form completely, making sure to include your specific committee information and attach all original receipts. Remember that there **may not be any personal items included on receipts submitted for reimbursement**. The completed form with attached receipts should be placed back in the Treasurer Check Request Folder. Please send an email to krmacklin@yahoo.com to let the Treasurer know the check request is in the box. This will speed up the processing of your request.
- All reimbursements will be placed back in the Treasurer’s Box in a sealed envelope with your name, unless another method is preferred. The treasurer will email, call or text when it is ready to be picked up. Other options include:
 - A check can also be sent home with your child at your request. If this is your preference, please state that on the reimbursement form and put your child’s name and teacher. You will get an email informing you on the day it is coming home, so you will be aware.
 - A check can also be mailed to your home address. If this is your preference, please attach a self-addressed envelope with the form. If you include a stamp, that will be great. If not, the PTA will supply the stamp if needed.
- While it is our intention to reimburse as quickly as possible, check requests will be batched and could occasionally take up to 2 weeks to process. Before a check is sent to you, it has to have two executive board member’s signatures, along with another executive board members approval on the actual check request. If there is an urgent request, please contact the treasurer directly. Unless prior approval is given, **DO NOT MAKE ANY PURCHASE THAT MUST BE REIMBURSED IN LESS THAN 2 WEEKS**. Ask another committee member to make the purchase if necessary.
- All purchases that will be submitted for reimbursement, must have prior approval by the committee chair to ensure there are enough funds remaining in the budget.