



Concord PTO 2011-2012

Guidelines for Reimbursement Requests and Deposits

Tax Exempt Status

Concord PTO cannot legally reimburse any sales tax paid on purchases made on behalf of the PTO. Please use the PTO's sales tax exempt number when purchasing items for PTO committees and activities.

Our sales tax exempt number is **#34141**.

We have a separate Customer ID to use at OfficeMax; that is #000595844967.

Occasionally, vendors require a copy of the Certificate of Exempt Status showing that number. If needed, copies of the Certificate are available in the school office and from the PTO Treasurer.

Reimbursement Requests

To be reimbursed for purchases made on behalf of the PTO, please complete a **Concord PTO Reimbursement Request Form** and drop it off in the PTO mailbox in the school office. The forms are available in the school office and from the Treasurer and Treasurer-Elect.

When submitting a request:

1. Submit the request **promptly**.
2. **Attach all receipts** to the request.
3. Remember that **sales tax cannot be reimbursed**.

The Treasurer will pick up the requests from the school office each week. If faster payment is required, please contact the Treasurer directly. Please cash all reimbursement checks within 60 days. **All reimbursements must be submitted by June 30, 2012.**

Deposits

Checks and cash that are received on behalf of the PTO should be submitted **as soon as possible to the Treasurer for deposit.**

When submitting a deposit:

1. Put all checks, coins and currency in a sealed envelope.
2. Write on the outside of the envelope:
 - date
 - the name of the person or committee submitting the deposit
 - separate dollar amounts of checks and each denomination of currency and coin
3. Deliver the deposit directly to the Treasurer or call the Treasurer and have the deposit locked up in the safe in the school office for the Treasurer to pick up.

Note regarding Large Deposits: Chairs of activities that generate more than 50 checks should coordinate in advance with the Treasurer to assure the efficient handling of deposits. Checks should be bundled in increments of 50 with an adding machine tape or spreadsheet total of each bundle attached before deposit is given to the Treasurer. An adding machine is available in the school office or may be borrowed from the Treasurer.

Questions? Contact Heather Dexheimer, Treasurer at 612-716-6912
Carrie Knowles, Treasurer-Elect at 612-207-4665. Thank you!

**Concord PTO 2011-2012
Reimbursement Request Form**

Remember to use Concord PTO's Sales Tax Exempt # 34141 when making purchases on behalf of the PTO. We cannot reimburse sales tax.

Date: _____

Requested by: _____

Phone: _____ **Email address:** _____

Send check to this address: _____

Amount: \$ _____ **Committee or Purpose:** _____

Description of Expense: _____

Signature of individual making this request: _____

Approval of Treasurer or Treasurer-Elect: _____

Please attach all receipts. Sales tax will not be reimbursed.

**Questions? Contact Heather Dexheimer, Treasurer at 612-716-6912 or
Carrie Knowles, Treasurer-Elect at 612-207-8805
Thank you!**

For Treasurer's use only:

Date Paid: _____ **Check #:** _____ **Amount: \$** _____

Budget Category: _____