

# 2018-2019 WAMS PTO Guidelines

## Requests for Disbursements

### Request for Reimbursement

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For all PTO functions approved by the Board, a request for reimbursement should be made ***within 2 weeks of the event*** to the Treasurer:

Lakshmi Gurram  
5 Arbor Cir  
Basking Ridge, NJ 07920.

Please include the following (the proper form – WAMS PTO Disbursement Form - can be found on the website under '**Resources/PTO Forms**'):

1. Date of request
2. Your name
3. Purpose of expense (Spring Luncheon, Teacher Appreciation, etc.)
4. Photocopies of all receipts
5. Total reimbursement amount, which should not exceed the budgeted amount without prior Board approval.
6. The address to forward your reimbursement check.

Remember to provide a tax exempt form to merchants, especially for large expenses. Contact Lakshmi Gurram at 609-276-3629 and advise if you're dropping off receipts or if you need a copy of the tax exempt form. Tax exempt forms can also be found in the treasurer folder in the PTO mailbox in the WAMS office.

### Request for a Check for Advance Payment

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For all approved PTO functions which require advance payment, a request for a check should be made ***no less than 1 week of the payment due date*** to the Treasurer:

Lakshmi Gurram  
5 Arbor Cir  
Basking Ridge, NJ 07920.

Please include the following information (the proper form – WAMS PTO Disbursement Form - can be found on the website under '**Resources/PTO Forms**'):

1. Date of request
2. Your name/address
3. Purpose of expense (Spiritwear invoice payment, Magazine Drive payment to limo driver, etc.)
4. Photocopy of invoice with amount/exact name of payee
5. Date check is due. (Treasurer will mail payment if the check can arrive on time. If a payment is due in person, the responsible person must deliver the payment.)

### Request for Start-Up Cash for an Event

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Start-up cash may be required at certain PTO events (such as spirit wear sales, bake sales, Turkey Trot, Luncheons, etc.) and is usually used to make change for purchases made in cash. Requests for start up cash should be made at least ***2 weeks prior to your event*** and should include:

- 1.) Amount of cash required and exact denominations.
- 2.) The form from the PTO website (WAMS PTO Disbursement Form - which can be found on the website under '**Resources/PTO Forms**') filled out and signed with committee name and specific date cash is needed.
- 3.) Send request to Treasurer, as listed above.

## General Guidelines for PTO Committee Chairs

The WAMS PTO is grateful for your volunteer efforts. In order to help your event run smoothly as well as meet the requirements set by our accountant, please observe the following guidelines:

- 1.) Please turn over all event-related income directly to the PTO Treasurer and submit all expenses incurred to the PTO Treasurer for reimbursement. For example, even if your event collected cash as income, expenses for said event cannot be paid directly from this “kitty”. This practice is essential for complete record keeping and proper submissions to our accountant.
- 2.) At no time can the PTO “hire” hourly workers of any age to help with one of our events. We do not have a payroll set up with our accountant.
- 3.) Please turn over all collected income (cash or checks) to the Treasurer **within one week** of receipt. Many parents keep close track of their checking accounts and will contact the Treasurer if their check hasn’t cleared in a timely manner with concerns of the check being misplaced.
- 4.) As per our PTO By-laws, all contracts the PTO enters into must be signed by a PTO Board Member.
- 5.) The PTO appreciates all donations that you or your committee members choose to contribute toward an event. However, please remember to inform the Treasurer of any personal funds donated so that we will know the “actual” cost of your event for future years/budgets.
- 6.) If you have any questions about your event budget or how this budget was spent in prior years, don’t hesitate to ask. A detailed history/itemization can easily be provided. The Board realizes many Committee Chairs are new to these events and we are here to help you!
- 7.) The PTO encourages its members to avoid “fronting” large expenses on behalf of the PTO. If an invoice can be prepared by a vendor in advance and submitted (even via email) the Treasurer can provide you with a check to pay for large ticket items directly.
- 8.) If your event includes a raffle, please make sure the proper approval is granted from both the PTO Board and Bernards Township.
- 9.) Please contact the Treasurer or VP of Volunteers with any questions. We are here to help. Thank you!

Lakshmi Gurram

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Anne Michelle Prejean

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