

Reimbursement and Deposit Procedures – Jordan PTA

Many of Jordan's PTA programs require personal out-of-pocket expenditures and the collection of cash and/or checks. Below you will find the reimbursement and deposit procedures for these PTA funds.

Cash

If it is at all possible, do not pay for items in cash and do not receive cash payment as the PTA prefers a solid paper trail.

For Deposits:

Count any cash you have received and record it on the Jordan PTA Cash Verification Form. Prepare an adding machine "tape" or computer spreadsheet with the face value of each check and the total of all the checks. Attach the form to an envelope with the checks, cash and calculated totals.

For Reimbursements:

Within one week of the PTA event, fill out a reimbursement form and attach all receipts to the back. The form and receipts can either be placed in the Treasurer's file in the Jordan office, or mailed directly to me. Please note that this is the only way to be reimbursed. Do not make reimbursements to committee members or yourself from the proceeds of your activity. All gross income and expenses must flow through the PTA account.

You will find blank reimbursement and deposit forms in the Treasurer's File behind Lorraine Delannoy's desk in the School Office. They are also posted on the Jordan web site. The links can be found on the PTA page. I will process your requests in a timely manner. For urgent requests, you can contact me directly to make arrangements.

If you have any questions, please contact me via phone or email.

Carrie Maser
Jordan PTA Treasurer
1440 Hamilton Avenue
Palo Alto, CA 94301
650.670.2330
cmaser@karrtuttle.com