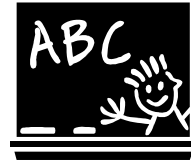


August 2011



Dear 2011-2012 Committee Chairs,

Thank you for volunteering to chair a committee this year. Your children will benefit from your time, energy, and creativity! As a past chairperson and the current PTA Treasurer, I would like to welcome you and offer a few helpful hints for getting reimbursed for various committee activities.

In September, at our first PTA meeting, our budget will be voted on for approval. Please note your budget amount for the school year for the committee for which you are the chairperson. It is very important that you stay within your budget amount. Once your committee uses the funds allotted for your event/committee, I can no longer reimburse you. To have more money moved into your budget line, the entire PTA must vote to approve it.

To be reimbursed for items bought for your committee please use the “**Check Reimbursement Form**” that is in your Chairperson packet and also above the PTA Blue box in the lobby of the school. **ALL REQUESTS MUST BE MADE ON THIS FORM WITH A RECEIPT ATTACHED. Please circle or note, which items are for reimbursement on your receipt.** It is also very important that you note, which committee you are requesting a reimbursement from. An example on the check request form for the Yearbook committee would write “yearbook” in the “committee section” and what you are requesting reimbursement for in the “reason for check” section. This form is also used if you wish a check to go directly to a vendor for payment, just include the address where you would like the check mailed.

Please also use the Tax Exempt form (ST-5 TE) which is found in your packet as well as on our website (strawbridgepta.org) when purchasing anything for your committee/event/activity.

If you need a copy of your receipt for your own personal files, please copy it before submitting to the PTA. We will not be able to give you a copy after the paperwork has been received.

The other Treasurer form that is in the Blue Box is a “**Deposit/Receipt Voucher form**”, which is used when you are collecting money from an event or sale. Please complete this form in its entirety including the breakdown of monies collected. This completed form, along with the money, should be dropped off at my home, 203 Harding Avenue, and NOT placed in the blue box, for security reasons.

PLEASE do not use the *Deposit/Receipt Voucher* form for your check requests. If the Check Reimbursement forms are gone, please let me know ASAP so I can restock. There is also a link on our PTA website (strawbridgepta.org) for all the forms.

Please put your completed “check request form” with backup receipts attached, in an envelope marked “PTA Blue Box Attn: Lisa Evans, Treasurer”. I pick up from the Blue Box a few times a week and turn around the checks within days. If you have not received your reimbursement monies within a week to 10 days, please email and let me know. If it is an urgent matter, please drop your request at my home, 203 Harding Ave. and put it in the “letter slot” of my door.

Thank you for taking your time to volunteer to be a Committee Chair for the 2011-2012 school year! If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Lisa Scalia Evans

PTA Treasurer

treasurer@strawbridgepta.org 869-9335

