

2017-2018 LCE PTA Check Request Procedures

Check Requests:

When requesting a check for payment or reimbursement for an *authorized* and budgeted item, please complete the following:

- From the LCE PTA website print *PTA REIMBURSEMENT VOUCHER* located at: lcepta.org site, LCE PTA tab, Volunteers Documents tab. Forms and Documents will come up, and the PTA Reimbursement Voucher is listed there.
- Complete the form INCLUDING program code. VPs will be given a list of program and enrichment budget codes in use once PTA members approve the annual budget.
- Place completed request in PTA file cabinet in the red CHECK REQUEST folder (LCE front office, copy room, file cabinet on right after you enter). Please, no check requests in Treasurer's or Financial Secretary's folder unless you are instructed to place it there by the Treasurer, as this may delay the payment of your request. Checks will be issued twice a month based on schedule under "Payments" section below.
- Attach supporting material relevant to payment of expense including:
 - Copy of signed contract (note: only the PTA President may sign a contract);
 - Board authorized quote (for payments in advance);
 - Invoice; and/or,
 - Paid receipt.
- Incomplete or illegible requests will be returned by the Financial Secretary and payment may be delayed. Amounts EXCEEDING the budget amount may require board authorization and possible vote of membership to be paid. Therefore, be mindful of how much has been spent before submitting additional requests for payment or approach the board before additional funds are needed. The Treasurer will closely monitor the available balance for budgeted programs, and VPs should closely review your budget items at monthly meetings. Please be aware that all programs require board *authorization* for spending to occur after the budget has been approved by the members. In practice this means the program Chair or VP must present to the board the "plan" and estimates of how funds will be spent for programs (i.e. quotes, service provided, scope of project, etc.). The authorization process protects the PTA by confirming what is included in the final cost of programs, as well as informing the board of the scope of the project, and helps to eliminate misunderstandings between vendors, members, and volunteers, as well as review for "red light" activities.

Payment will be as follows:

In an effort to save the PTA postage costs, we do not mail reimbursement checks, unless they are payable directly to a vendor. Checks will be placed in the PTA file cabinet for pick up on the following schedule:

- Completed requests placed in the CHECK REQUEST folder on or before the 1st of the month will be in the CHECK PICKUP folder on the afternoon 15th of the month.
- Completed requests placed in the CHECK REQUEST folder on or before the 15th of the month will be in the CHECK PICKUP folder on the afternoon 1st of the next month.

For “QUICK” turn around checks please contact treasurer by phone, however, this is an EXCEPTION and not the rule since checks require two signatures. Please request checks *in advance* from when they are needed.