



Barrington PTO Treasurer Guidelines for Committee Chairs

All Treasurer forms can be found on the PTO website or in PTO folders in the school office.

ALL PTO purchases are tax exempt, so please use the certificate of tax exemption.

Reimbursed Funds

- If you need to be reimbursed for purchases you made for the PTO or you need a check sent directly to a vendor, please complete the CHECK REQUEST FORM.
- Submit your completed CHECK REQUEST FORM with necessary documentation such as vendor quote, purchase order, invoice or receipt(s) to the black PTO mailbox or directly to the Treasurer.
- The Treasurer receives and processes all requests for reimbursements, please contact her if you have any questions.
- Prior to an event, the Treasurer can provide you with cash boxes and any cash or change for the event.
- The Treasurer can also provide committee income and expense reports upon request.

Treasurer 2011-12

Karin Cramer
2060 Collingswood Rd.
kcramer4@att.net
481-8138, 404-6861(cell)

Incoming Funds

- All checks and cash should be counted and the total amount of the deposit indicated on the envelope or the DEPOSIT FORM.
- Other information required for the DEPOSIT FORM: your name, phone, email, and PTO committee for which the deposited should be credited.
- The Treasurer-Elect makes all PTO deposits, please contact her if you have any questions.

Treasurer-Elect 2011-12

Jill Mizer
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