



Barrington PTO Treasurer Guidelines for Committee Chairs

- ALL PTO purchases are tax-exempt, so please use the certificate of tax exemption when making purchases.
- The tax exemption form is found on the [PTO website](#)
- Remember to please remain in budget for your committee. If you foresee that you will be unable to do so, please contact the treasurer to discuss concerns and options.

Reimbursed Funds

- If you need to be reimbursed for purchases you made for the PTO or need a check sent directly to a vendor, please complete the check request form under the forms page on our website.
- The Treasurer receives and processes all requests for reimbursements.
- Prior to an event, the Treasurer can provide you with cash boxes and any cash or change for the event as well as digital payment options.
- The Treasurer can also provide committee budgets, income and expense reports upon request.
- Purchases over \$1,000 require two to three quotes and prior Board approval.

Incoming Funds

- All check and cash deposits can be dropped off to the PTO mailbox near the Barrington main office inside the school. *When there is a large amount of cash to deposit, the treasurer-elect may request counting funds together to ensure accuracy.* All cash should be counted by two unrelated individuals.
- Include the following information with the cash/check deposit: your name, phone, email, and PTO committee for which the deposit should be credited.
- The Treasurer-Elect will receive receipt of all deposits and will pick up and process as necessary.

2024-2025: Treasurer Eric Liu

2024-2025 Treasurer-Elect: Kelly Sousa

Both can be reached at BarringtonTreasurer@gmail.com with any questions.