



# KT Murphy PTO

## Check Requests & Reimbursements

### Common Questions & Answers





## **PTO Treasurer Information**

### **Treasurers:**

Jim and Lorraine Masone

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## **2011-2012 Grade Level Leaders**

**Kindergarten:** Danielle Madalon  
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**First Grade:** Corine Matarasso  
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**Fourth Grade:** Ashley Buchta  
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## **Check Requests & Reimbursements**

### **Common Questions & Answers**

#### ***How do I request a check for a field trip or event?***

Notify the Treasurer that a new field trip request is on its way. Then complete Form C with all appropriate information and approvals. Completed forms then can be placed in the Treasurer mailbox located near nurse's door in the main office. Please make sure to submit your request at least two weeks in advance of your trip to ensure that you will have the check in time. Please note: If your field trip budget account balance is less than the check you are requesting, you will first need to submit any funds that you collected from the students so that your account is not overdrawn.

#### ***How do I request a Bus?***

Due to insurance issues, all buses are processed through the Stamford Public Schools (SPS). If you need to reserve a bus, contact Margot in our office and she will begin the paperwork. Margot will then request a check from the PTO which will be sent to the SPS for the cost of the buses. The cost of buses will come out of the appropriate grade level field trip budget.

*Please note: The PTO cannot pay the Bus Company directly.*

#### ***How do I determine how much funds are available for my field trip?***

The PTO allocates a set budget amount for each grade-level at the beginning of the school year. The Treasurer keeps track of all expenditures that are drawn down from these accounts, as well as additions to these accounts through student collections. The Treasurer then reports on all outstanding balances at the monthly PTO meetings. In addition, you can request a status on remaining balances at any time by emailing the Treasurer.

#### ***What do I do with the funds I have collected for a field trip?***

When you have collected funds for an upcoming field trip, please complete Form A and submit with all money collected to the Treasurer. Email or call to arrange pick up of the monies. Please note: Checks need to be made out to KTM PTO and must have students name and room # listed in the memo field of the check. We request that you not accept checks less than \$20. Please make sure not to hold on to checks for too long since this can create issues with checks bouncing. \*\*\*Please also note, we are requesting cash payments greater than \$50 be given a receipt. PTO can provide you with receipts just please let us know in advance if you will be doing a large collection.

#### ***How do I process request for a check when it is going to be paid from many different grade levels? For example, a performance at the school that 4<sup>th</sup> and 5<sup>th</sup> grade will be attending.***

Process the request as you would normally do for your grade but note that it will be pulling funds from different grade levels and which ones it will affect. Please then have each grade that funds will be removed from to also co-sign the check request so that everyone is in agreement that funds will be removed.

***How do I receive reimbursement for an expense I incurred for an event or activity for KTM?***

If you have received the proper approval for the expense, please complete Form C and a check will be sent to you. If you have not received prior approval, please discuss with PTO President and the PTO Board will decide how to proceed. Due to the economic condition we are facing this year we ask that all expenses be approved beforehand so that appropriate funding can be set aside.

***Who can approve and sign an Expense Form?***

Approval for Field Trips can be signed by the Principal or Assistant Principal of KTM School. All other requests need to be approved by one of the PTO Presidents.

***When do I use Form A – “MONIES COLLECTED FROM STUDENTS”?***

This form shall be used to keep track of collections for field trips and other student-related activities where fees are collected from students. A copy of this form shall be submitted to the PTO Treasurer along with all monies collected. For checks received, the checks shall have the students name and class room written on them. (NOTE: To submit collections other than for student-related activities (i.e. fundraisers), use Form B)

***When do I use Form B – “TABULATION OF MONIES COLLECTED”?***

This form shall be used to tabulate monies collected from fundraisers and other miscellaneous income sources. A copy of this form shall be submitted to the PTO Treasurer along with all monies collected. For checks received, the checks shall have the students name and class room written on them, if known. (NOTE: For student-related activities where fees are collected, use Form A)

***When do I use Form C – “Check/Reimbursement Request Form”?***

This form shall be used to request a check from the PTO. All invoices and receipts should be attached to this form and submitted to the PTO Treasurer.

**IMPORTANT NOTE**

\*\*\*\*\*We ask that you please submit check requests at least **5 days** before it is needed to prevent issues with delay payment. \*\*\*\*\*





**Check/Reimbursement Request Form**

This form shall be used to request a check from the PTO. All invoices and receipts should be attached to this form and submitted to the PTO Treasurer.

| DESCRIPTION OF EXPENSE        | Grade-Level<br><i>(if applicable)</i> | AMOUNT |
|-------------------------------|---------------------------------------|--------|
|                               |                                       | \$     |
|                               |                                       | \$     |
|                               |                                       | \$     |
|                               |                                       | \$     |
|                               |                                       | \$     |
|                               |                                       | \$     |
|                               |                                       | \$     |
|                               |                                       | \$     |
| <b>Total Amount of Check:</b> |                                       | \$     |

DATE CHECK IS NEEDED BY: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

SEND CHECK TO: \_\_\_\_\_

*\*\* Please include  
address if check  
is to be mailed \*\**

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF APPROVER: \_\_\_\_\_ Date: \_\_\_\_\_

*(See handbook for list of valid approvers)*

FOLLOWING TO BE COMPLETED BY PTO TREASURER

|                               |
|-------------------------------|
| CHECK NUMBER: _____           |
| DATE OF CHECK: _____          |
| AMOUNT OF CHECK: \$ _____     |
| BUDGET ACCOUNT CHARGED: _____ |
| SIGNATURE: _____              |