



DEPOSIT INSTRUCTION

If you are working on a project where money is collected, you will need to complete a Deposit Form before submitting the funds to the PTSO Treasurer.

1. Print the Deposit Form from the PTSO website under Forms.
2. As you count the money and checks, fill in the form.
3. **Call, text, or email the PTSO Treasurer** to arrange a time to give the completed form and money to the Treasurer, OR leave the money and form in the drop box outside of the office. Do NOT leave the money with the office staff or anyone else unless the Treasurer agrees to it.

2018-2019 Treasurer:

Monica Freeland

mmfreeland@aol.com

205-807-8031

REIMBURSEMENT

If you purchase items for the PTSO, you will need to fill out a Check Request form to receive reimbursement. Make sure to include all receipts or invoices for items.

1. Print the Check Request form from the PTSO website under Forms.
2. Fill out the form.
3. Attach receipts.
4. **Call, text, or email the PTSO Treasurer** to arrange a time to give to the Treasurer. See above for contact info.
5. The Treasurer will review the documents and get a check to you as soon as possible.

Cash Box Request

If you are running an event where cash is needed

1. Print the Cash Box Request Form from the PTSO website.
2. Fill out the form.
3. **Call, text, or email the PTSO Treasurer** to arrange a time to give to the Treasurer. See above for contact info.