

Daniel Boone PTO Teacher Fund Distribution Procedure

2019-20

Purpose

This document provides instructions for teachers to request funds and/or reimbursement from their PTO Teacher Fund accounts from the PTO Treasurer.

Scope and Applicability

For the 2019-20 school year, the PTO has allocated \$250 to each full-time teacher and \$125 to each part-time teacher. These funds are to be used for classroom expenses and/or expenses that benefit their students.

The treasurer will bank the money until a teacher needs the funds. These funds are to be spent down over the course of the year. Teachers do not have to spend all their allotment if there is not a need.

Teachers may pool their funds, within grades, to make larger purchases for the benefit of all their students. If these purchases create a potential storage issue, the principal must first approve them.

The PTO is a tax-exempt organization. Attached is the tax-exempt letter and current teacher list for use when making purchases.

Limitations

Teachers are to first use any funds allotted to them by the Francis Howell School District before requesting funds from the Daniel Boone PTO.

Funds cannot “roll over” to the following school year. Monies should be spent by May 15th. Each year, all teachers start with a new fund balance.

Disbursing Funds

Teachers are to forward requests for funds and/or reimbursements to the PTO Treasurer mailbox in the copier room or through email. When school is in session, the treasurer checks the PTO Treasurer mailbox once a week for teacher fund reimbursements. If the request is immediate in nature, the teacher is to contact the treasurer directly. Teachers can contact the PTO Treasurers (Jill Brakensiek – farmerjill01@hotmail.com, Erin Goris – eringoris@hotmail.com) regarding disbursement of funds, email receipts or inquire about their account balance.

Funds can be disbursed as follows:

1) Materials being ordered from a catalog.

The teacher gives the exact purchase amount to the treasurer who writes a check to the company and subtracts the purchase amount from the teacher's account. The teacher mails the order and gives a copy of the receipt to the treasurer.

To expedite the order, the teacher may complete the order form and forward it to the treasurer. The treasurer will attach a check to the order and put it in the mail.

2) Impromptu purchases.

The teacher shows the merchant the tax-exempt letter, teacher list and pays in cash. The teacher gives a copy of the purchase receipt to the treasurer, the treasurer reimburses the teacher for the specified amount and the amount is subtracted from the teacher's account.

NOTE: If a merchant will not honor the tax-exempt letter when paying cash and sales tax is charged, the teacher can either a) have the item held until a check can be issued from the treasurer; or b) purchase the item, turn in the receipt and receive reimbursement for the item cost, but not the sales tax amount.

3) The teacher calls the merchant prior to purchase, is given the exact amount of purchase less the sales tax. The teacher receives a check in the specified amount from the treasurer prior to ordering/picking up the item(s). The teacher submits a copy of the receipt to the treasurer and the amount is subtracted from the teacher's account.

Recordkeeping

Teachers are to provide accurate and timely requests and receipts. Teachers are to clearly identify time limitations/due dates, as applicable, to ensure deadlines are not missed.

The treasurer will keep individual teacher accounts and deduct expenditures as funds are disbursed. New account balance information will be communicated to the teacher after each disbursement. The treasurer may provide the teachers with an envelope or other tool for ease in transmitting and documenting account requests and disbursements.