

Howard PTO Money Management Procedures

Procedure for Checks/Reimbursements

Please submit requests for checks and reimbursements to Amy Case. You can scan and email your request, drop it off at Amy's house (207 Northridge) or put it in the Treasurer box in the Howard office. If you go the route of putting it in the Treasurer box in the office, please notify Amy by email (amygcase@gmail.com) or text (723-6350) so she knows it is there. All requests for checks need to include a completed "Request for Check/Reimbursement" (available on the PTO area of the Howard website) as well as a copy of the invoice or receipt.

Procedures for Deposits

Please complete the "Funds Transmittal" form available on the PTO area of the Howard website. If the deposit includes checks, please list the checks on the form or on a separate sheet (Last Name, Check #, Amount). Please email Amy to let her know you have a deposit so she can arrange to get it from you. You may also leave deposits with Tori or Sally in the school office but please make sure to notify Amy that it is there.

Budget

A copy of the updated budget will be available on the PTO area of the Howard website and at PTO meetings. If you are a committee chair, please take a look at your area of the budget and make sure that it is correct. Please let Amy know if there are discrepancies.

Amy Case, Howard PTO Treasurer
(210) 723-6350
amygcase@gmail.com