



# *Green Hope Elementary PTA*

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## **Reimbursement Guidelines**

- Use the Check Request form to submit invoices or receipts for reimbursement.
- Fill out form, attach receipts, and place in Treasurer's mailbox in PTA office.
- No reimbursements will be made without appropriate form or receipts.
- Submit request in a timely manner.
- Forms can be found on the GHE PTA website.
- Please contact Claudia Cannata (ccannata@nc.rr.com) or Cathy O'Neill (cathy.oneill@duke.edu) with any questions.

## **Deposit Guidelines**

- Forward all funds to appropriate committee chair.
- Count money and fill out the Funds Received form.
- Place funds in the Treasurer's mailbox in the PTA office or deliver to Claudia Cannata.
- Forms can be found on the GHE PTA website.

## **Cash Box Requests**

Committee chairs can fill out a Cash Box request form for "seed" money need for events (for example; book fair, open house, carnival, etc). The form can be found on the website and should be placed in the Treasurer's mailbox after being filled out.