

Treasury Process for Event Chairs

- A check request form with invoices or receipts is required for all reimbursements. They can be dropped off in one of the PTO mailboxes. The check request form can be downloaded from the PTO office website
<https://mountainsidenjpto.ptoffice.com/treasury-forms/>
- PTO closes its books on July 31st. All reimbursement requests must be submitted by June 30th
- All payments will be made in form of checks. There will be no cash payments
- The event chairs must use the Event Financial submission form. All funds received by the event chairs must be counted and signed by two people. The Event Financial submission form can be downloaded from the PTO office website
<https://mountainsidenjpto.ptoffice.com/treasury-forms/>
- All monies must be given to the Treasurer within 3 days after the event
- Special requests for additional funding must be brought to the PTO board before the budget is exceeded. If a revision or over-run is warranted, it needs to be approved by the Executive board prior to any money being spent
- Tax exempt status: Mountainside PTO is a non-profit organization with a Tax-exempt status. A copy of our Tax-exempt form should be shown at the time of the purchases
- Fundraising and Membership Checks should be made out to MountainsideNJPTO