



# Ramapo High School

## 2018-2019

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### **A Note from the Treasurer to Committee Chairs running Fundraising Events**

The following is a list of instructions and forms to help make the process of financial transactions easier. I appreciate your assistance and cooperation.

#### **Deposit Summary**

Use this form when **submitting cash and/or checks** for deposit to the Treasurer. Note that if you previously requested a start up check that money needs to be added in to your deposit total on this form. If there was money taken out during the event for any cash tips it also needs to be listed on this form. Please call or email to set up a time to drop the money off at the Treasurer's house.

#### **Expense Reimbursement/Check Request Form**

Forms must be submitted when **requesting a check or for reimbursement of expenses**. All receipts and invoices must be attached. Tax Exempt forms are available upon request. If Start Up Cash is needed for an event it is the Chairpersons responsibility for getting change for the cash box (the Treasurer has the cash boxes). Please drop these forms off at the Treasurer's house.

#### **Event Budget**

Please **stay within the budget** allocated by the PTO Board. If you foresee additional expenses, please contact the Treasurer or President before you exceed your limit.

Thank you,  
DeAnn Cavagnaro  
rhstreasapts@gmail.com

#### **Print FORMS BELOW:**

##### **[Deposit Summary Form](#)**

Use this form when submitting cash or checks for deposit to the Treasurer

##### **[Expense Reimbursement/Check Request Form](#)**

Forms must be submitted when requesting a check or for reimbursement of expenses.