

MITCHELL PTO
Money Handling Procedures

1. ALL MONEY IS TO BE COUNTED AT SCHOOL
2. When counting cash, two people should be present.
3. All money collected from teachers under various programs will be placed in a labeled basket behind the front desk. If you are unable to process the money and form by the end of the school day, the basket will be locked by a front office staff member. You should be in communication with the front office so you are informed of the location of the money.
4. Separate checks/cash from form. Document the date, amount, method of payment and your initial on the form. This is for record keeping and in the event a check is lost or returned due to NSF.
5. Verify money received matches totals on all forms.
6. Complete an ITEMIZED DEPOSIT FORM, located in the Treasurer's file folder in the PTO binder behind the front desk.
 - Fill out form Completely
 - Total individual currency as indicated on the form
 - Remove all staples from checks
 - Stamp all checks
 - Copy all checks and then add currency for a grand total
 - Two signatures are required on the DEPOSIT FORM
 - Make sure you can identify who payer is and what payment is for, on each check, after deposit is made, in case there are questions (i.e. make sure payer is visible on check and what payment is for, is entered in memo section)
7. Place money, along with ITEMIZED DEPOSIT FORM in an envelope or place a rubber band around deposit form and money.
8. Lock up money with assistance of front office staff in the PTO safe located in the PTO cabinet in the front office.
9. Email Treasurer (mitchellmustangtreasurer@gmail.com) and inform her that there is a deposit waiting at school. You may also call or text.
10. NEVER LEAVE THE SCHOOL BUILDING WITH MONEY