



## Financial Guidelines

SY 2018-19

- Chairpeople must complete Money Counting Sheet after each event where the PTA accepts money.
  - Money Counting Sheet requires two counters.
  - Coordinate with EMS PTA Treasurer to collect monies just after event is completed.
  - Form can be found on EMS Website, PTA Menu under “Minutes, Forms & Bylaws” section.
  
- Chairpeople requesting petty cash prior to events must complete the Petty Cash Request Form.
  - This form requires President and Treasurer signature prior to release of petty cash
  - Coordinate with EMS PTA Treasurer to ensure they are notified well in advance of event.
  - Form can be found on EMS Website, PTA Menu under “Minutes, Forms & Bylaws” section.
  
- All purchases are required to match the current year’s approved budget.
  - Budgets are approved by the EMS PTA membership vote
  - Changes to the budget can be completed in a general membership meeting vote or a special session vote (via email, text, etc) with a bylaws approved quorum.
  - Budget can be found on EMS Website, PTA Menu under “Minutes, Forms & Bylaws” section.
  
- To request an approved reimbursement:
  - Make the purchase using the New Mexico Congress of Parents and Teachers (NMPTA) tax exempt EIN number (85-0482447). Tax will not be reimbursed.
    - Each vendor has a separate Non-Taxable Transaction Certificate (NTTC). Contact NMPTA, at 505.881.0712 to request the NTTC.
    - New Location: 1100 Cardenas SE, Albuquerque, NM 87108
  - Reimbursable items should be the only items on the receipt (please make personal purchases in a separate transaction).
  - Attach original receipts to the Check Request Form. Form can be found on EMS Website, PTA Menu under “Minutes, Forms & Bylaws” section.
  - Submit form and receipts to EMS PTA treasurer or president.
  - Allow ten days for president and treasurer approval, and for the check to be written and delivered to you (through snail mail or EMS PTA mailbox).
  - Reimbursement requests must be submitted within 30 days of purchase.



- To request a check to make a purchase:
  - Obtain an invoice or quote from desired vendor.
    - Use the New Mexico Congress of Parents and Teachers (NMPTA) tax exempt EIN number (85-0482447). Tax will not be reimbursed.
      - Each vendor has a separate Non-Taxable Transaction Certificate (NTTC). Contact NMPTA, at 505.881.0712 to request the NTTC.
      - New Location: 1100 Cardenas SE, Albuquerque, NM 87108
  - Fill out the Check Request Form. Form can be found on EMS Website, PTA Menu under “Minutes, Forms & Bylaws” section.
  - Submit the form and invoice/quote to the EMS PTA treasurer or president.
  - Allow ten days for president and treasurer approval, and for the check to be written and delivered to you (through snail mail or EMS PTA mailbox).
  - Original receipt from purchase needs to be submitted to the EMS PTA treasurer within 30 days of purchase.