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## Guidelines for PTA Requests for Payment and Income/Deposits

### Request for Payment

- Complete a Request for Payment form to pay a vendor directly, to be reimbursed for your expenditures, or to obtain a check for upfront cash (to be used to make change) for the event.
- Always attach a receipt, detailed online order confirmation, or invoice to the Request for Payment form unless you are only requesting upfront cash for the cash drawer. Failure to attach this documentation will delay payments until documents are provided.
- Submit the Request for Payment form and receipt/confirmation/invoice by:
  1. **Preferred Method:** Scan and email documents to [sherwoodptatreasurer@gmail.com](mailto:sherwoodptatreasurer@gmail.com).
  2. Place your request in the Sherwood Treasurer Folder in PTA file cabinet in the front office. This location is checked once per week.
  3. Mail your request to the school in an envelope marked PTA Treasurer. Your request will be placed in the PTA mailbox by the school administration. This location is checked once per week.
  4. Mail your request to the treasurer/assistant treasurer's home.
- If you use snail mail or leave your request at the school, please notify the treasurer/assistant treasurer via email.
- Please allow two weeks for processing. Checks are mailed directly from Fifth Third Bank to the delivery address indicated on the Request for Payment form.

### Income/Deposit

- Please complete an Income/Deposit Form for each activity/function. Separate spreadsheets (as long as they have all the pertinent information) are acceptable. Please attach the spreadsheet to the Income/Deposit Form. An envelope full of checks and/or cash with no form is not acceptable.
- Under the description/name column list the name of the person who made payment. Include first and last name and child(s) last name if different from the check signer.
- Include the check number for each check.
- Deposits are required to be given to the treasurer/assistant treasurer the evening of the event, upon the collection deadline, or as soon as reasonably possible. You should not have cash in your home due to risk of theft or misplacement for which you will be held responsible. Checks left uncashed for long periods of time are at higher risk of being returned due to insufficient funds.
- Make arrangements with the treasurer/assistant treasurer to deposit the cash/checks *prior* to your event or deadline. On rare occasions deposits may be left in the office with the principal's assistant. If you leave a deposit with the office, email the deposit amount to the treasurer/assistant treasurer prior to drop off. They will confirm the deposit amount with you upon receipt of the cash/checks.

WHEN IN DOUBT, CONTACT THE TREASURER OR ASSISTANT TREASURER WITH QUESTIONS.

**Thanks for your help! The PTA Executive Board is appreciative of your efforts!!!**

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Sherwood Elementary  
7080 Grantham Way  
Cincinnati, OH 45230

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## Guidelines for PTA Purchases and Vendor Payments

### Purchases

- Make sure you know the amount budgeted for your event and that you maintain an awareness of cumulative expenses, including any invoices that will come from a vendor, leading up to the event. We are unable to go over budget unless advance approval is obtained through an Executive PTA Board vote.
- Always provide a copy of our Sales Tax Exemption Certificate when making a purchase at a retail location (show to the cashier) or when placing an online order (this will likely require a phone call to customer service). In addition, ensure that the vendors you utilize are aware of our tax-exempt status. We are unable to reimburse sales tax that was paid due to failure to provide the exemption documentation. While the amount may seem insignificant for some purchases, it adds up to a substantial dollar amount across all PTA purchases during the year.
- Please keep receipts and detailed order confirmation documentation to submit with your Request for Payment form for reimbursement.

### Vendor Payments

- Any vendors used for PTA events will typically provide an invoice and we will send payment to them directly.
- When securing a vendor who is providing a service for an event, it is important that you ask them to complete a W-9. The W-9 form is used to document the company's tax status and tax ID. We are required to issue a form 1099 to any business that is not incorporated and that provides a service to us if our payments to that vendor total \$600 or more over the course of the calendar year.
- If we have used the vendor previously during the year for another event, we do not need an additional form. However, please confirm that we have the form on file by sending an email to [sherwoodptatreasurer@gmail.com](mailto:sherwoodptatreasurer@gmail.com).
- We will not pay the invoice until we have the completed W-9 form back from the vendor.

WHEN IN DOUBT, CONTACT THE TREASURER OR ASSISTANT TREASURER WITH QUESTIONS.

**Thanks for your help! The PTA Executive Board is appreciative of your efforts!!!**

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