



Clough PTO

Distribution of PTO Funds

(Reimbursements & Check Requests)

Rules & Policies

- By the 2nd General Meeting of the school year or by the end of October the organization will approve the budget for the fiscal year.
- Money raised by this organization shall be spent as specified in the approved budget. Any additional expenditure must be approved by a majority vote of the Executive Board. If the dollar amount is under \$500, then a vote by the Executive Board is required. If the dollar amount is over \$500, then a vote at the General PTO meeting is required.
- The PTO shall not be liable for any non-budgeted monetary expenditures without prior approval of the PTO Executive Board Members.
- PTO Board Members have the obligation to be conservative in the use of PTO funds and to report to the Board at monthly meeting regarding to the intended use of any budgeted funds.
- In order for PTO funds to be disbursed (for a reimbursement or to initiate a payment to an external company) an invoice, receipt and/or equivalent request must be completed.
- All reimbursement requests must be submitted within 90 days of the expense, with the exception of year-end activities which must be submitted by June 30th.
- All PTO checks must be signed by the Treasurer or other approved signatory.
- Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.